

- (4) Modernize kitchen or bathrooms.
- (5) Provision of space, utility connections, and vents for occupant-owned washers and dryers.
- (6) Air-conditioning.
- (7) Installation of garbage disposals and dishwashers.
- (8) Installation of storm sewers, curbs, gutters, sidewalks, recreational area, street lights, security fencing, privacy fencing, patios, windbreaks, and additional off-street parking.
- (9) Sound conditioning, additional insulation, storm doors and sash, gutters and downspouts.
- (10) Residential sprinkler systems and rangehood extinguishing systems.

1804. PROJECT TERMINOLOGY. The following definitions apply in project documents.

1. Improvement. A general term which embraces the following categories of work.

a. Alteration. An adjustment of interior arrangements, or other physical characteristics of an existing facility, so that it may be more effectively adapted or used for its designated purpose. Examples of alterations are:

- (1) Erecting or removing partitions or walls, and installing additional doors or windows.
- (2) Increasing the capacity of the electrical wiring within a house when the existing wiring is not in need of replacement due to deterioration.

b. Addition/Expansion/Extension. A physical increase to a real property facility which adds to the overall external dimension of the facility.

c. Conversion. A major structural revision or alteration of a facility that changes the functional purpose for which the facility was originally designed or used. The renovation of barracks buildings for use as family apartments is a conversion.

>Ch 4 d. Limited Minor Construction. Minor construction (i.e., installation of dryer vent, sidewalks, electrical outlet, etc.) will be accomplished with operation and maintenance funds when such alterations and additions, expansions, and extensions are approved by the CMC.

2. Maintenance. The recurrent, day-to-day, periodic, or scheduled work, required to preserve a real property facility in such condition that it may be effectively used for its designated purpose. Maintenance includes minor repair work undertaken to prevent damage to a facility which otherwise would be more costly to restore.
3. Major Repair. The restoration of a facility (exclusive of any improvements, alterations, or additions) to such condition that it may be effectively used for its designated purpose by overhaul, reprocessing, or replacement of constituent parts or materials which have deteriorated by action of the elements or usage and which have not been corrected through maintenance. Major repairs should preclude the need for any similar work on the facilities for at least 3 years, and requires approval of HQMC.
4. Minor Repair. The repair, rehabilitation (exclusive of any improvements, alterations, or additions), and replacement of structural components and installed equipment not identified as maintenance nor requiring more than 80 hours per dwelling unit for accomplishment or exceeding the installation commander's authority for funding approval. (See the NAVCOMPT Manual, volume 3.)
5. Demolition. The complete removal of a unit or facility and the restoration of the site to its natural condition.
6. Project. Any submittal for improvement or major repair of family housing or related facilities undertaken to satisfy a requirement at the installation. Repair work which is similar in nature and required in more than one unit will be combined into a single project to determine the proper approval authority.
7. Project Costs. The total of funded and unfunded costs.

1805. PROJECT IDENTIFICATION/NUMBERING. Each repair and improvement project will be assigned an identification number by the originating installation. Under the new project numbering system, as outlined below, each installation has a unique set of project numbers to identify repair and improvement projects for family housing. (See figure 1-6.)

1. Installation identification is accomplished by a two-character alpha code shown in figure 1-6. These two alpha characters are the first two letters in the project number.
2. The two installation identification letters are followed by a dash and the letter "H." The letter "H" indicates a family housing project.
3. After the aforementioned two-character alpha code, a dash, the letter "H," and another dash, a three-digit numeric series of project numbers is developed.

The first number in the three-digit series denotes the last digit in the fiscal year of intended execution. (e.g., if the intended year of execution is 1993 the first number in the three digit series would be "3"). The next two digits are assigned by the installation in a sequential order.

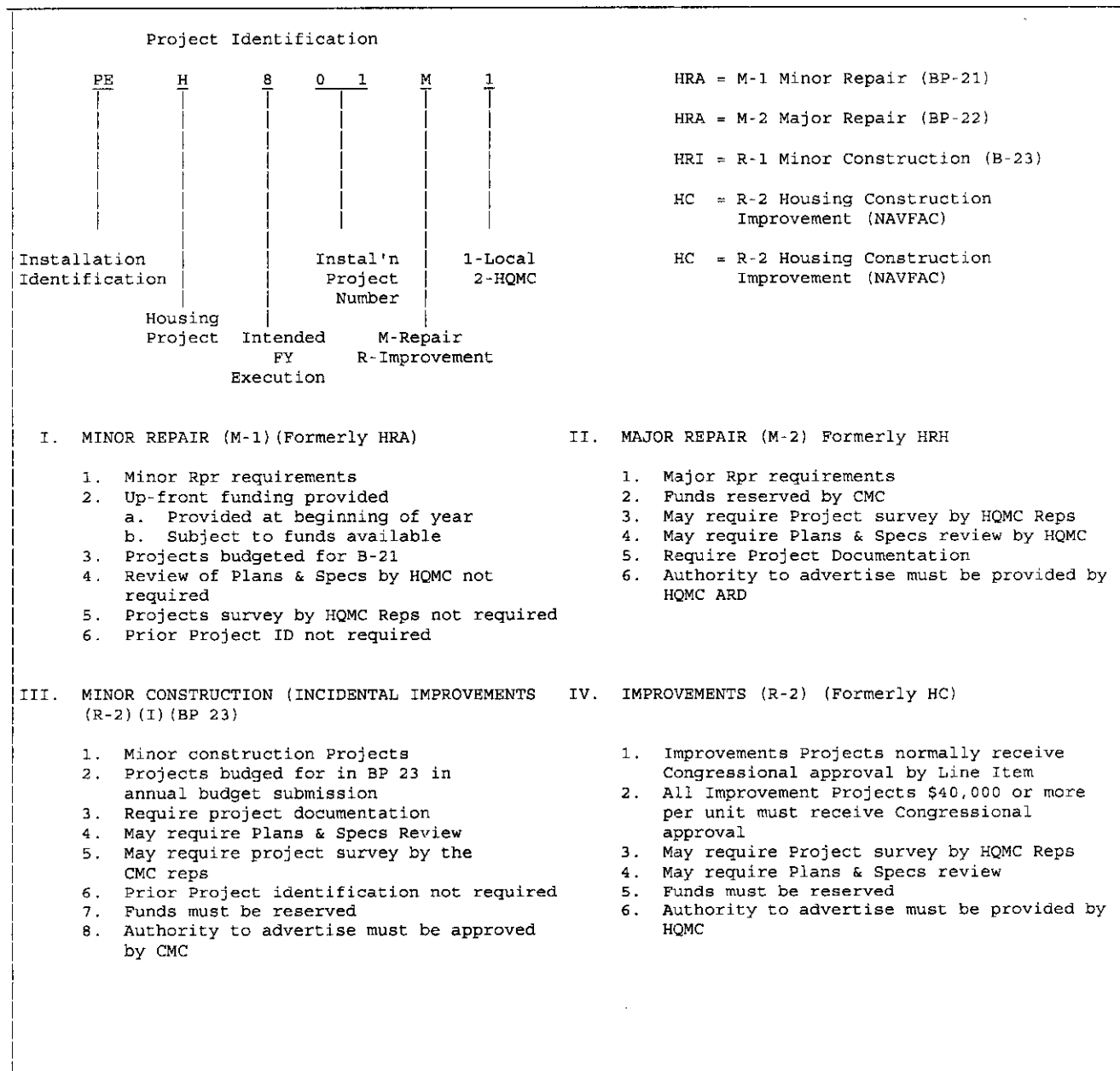
4. The three digit numeric series is followed by a dash and the letter "M" to indicate a repair project or the letter "R" to indicate an improvement project.

5. The letter "M" or "R", indicating the project type, is followed by a dash and the number 1 if the project is within local approval authority or the number 2 if the project requires HQMC approval.

6. Accordingly, project number CP-H-203-M-2 denotes MCAS, Cherry Point, housing project, intended year of execution of 1992, Project 03, Repair, requires HQMC approval; and PE-H-322-M-1 denotes MCB, Camp Pendleton, housing project, intended year of execution of 1993, project 22, repair which can be accomplished under installation commander's approval authority; and QU-H-215-R-2 denotes MCCDC, Quantico, housing project, intended year of execution of 1992, project 15, improvement, requires HQMC approval; and LE-H-025-R-1 denotes MCB, Camp Lejeune, housing project, intended year of execution 1990, project 25, improvement project, incidental improvement which can be accomplished under installation commander's approval authority.

7. Identification numbers will not be changed during the life of the project even if the project is carried into the subsequent year. Should an installation need to change an M-2 or R-2 project number after the project has been validated by HQMC, approval must be obtained from the CMC (LFF-3).

8. The numbering system is displayed below.



>CH 4 Figure 1-6 --Project Identification Numbering

>CH 4 1806. PROJECT APPROVAL AUTHORITY. The following approval limitations apply.

<u>Category</u>	<u>Project Type</u>	<u>Cost Limitations</u>	<u>Approval Authority</u>	<u>Submitted By</u>
1. Minor Construction (Incidental Improvement)				
a. Cost per unit per Fiscal Year	R-2 (I)	\$ 3,000	CMC	Installation Cmdr
b. Cost per project	R-2	\$500,000	CMC	Installation Cmdr
2. Improvement <u>1/</u> <u>3/</u>				
a. Cost per unit in any 12-month period	R-2	up to \$50,000 X ACCF	CMC	Installation Cmdr
		above \$50,000 X ACCF	Congress	CMC
b. Cost per project	R-2	under \$500,000	CMC	Installation Cmdr
		\$500,000 to ASN \$1,000,000 w/Congressional notification	CMC	
		\$1,000,000 and above	Congress	CMC

> CH 4 <u>Category</u>	<u>Project Type</u>	<u>Cost Limitations</u>	<u>Approval Authority</u>	<u>Submitted By</u>
3. Major/Minor Repairs				
a. Cost per unit in any 12-month period	M-1	up to \$12,000 4	Installation Cmdr	Installation Cmdr
	M-2	\$12,001 to \$20,000 5/	CMC	Installation Cmdr
	M-2	over \$20,000 5/	Congressional Committee	CMC
b. Cost per project	M-1	up to \$300,000 4/	Installation Cmdr	Installation Cmdr
	M-2	\$300,001 to \$3,000,000 5/	CMC	Installation Cmdr
	M-2	over \$3,000,000 5/	ASN	CMC

1/ For project approval authority, improvement includes maintenance or repair work to be accomplished concurrently with an improvement project.

2/ Minor construction projects may be identified separately to the CMC for approval. Minor construction projects are designated with R-2(I) and are funded with FH, O&M funds.

3/ Normally all improvement projects receive "line item" identification in the family housing budget. Improvement projects have a statutory limitation of \$50,000 per unit multiplied by the ACCF. Projects exceeding this amount must be identified in the family housing budget submission. There is no other avenue to identify improvement projects that exceed \$50,000 per unit multiplied by the ACCF (includes concurrent repairs) other than the family housing budget.

4/ Funding for minor repair projects (projects less than \$300,000 and/or \$12,000 per unit) is requested by the installation in their family housing budget submissions.

5/ Projects require CMC approval and are normally identified on the Annual Family Housing Repair and Improvement Project Status Report.

1807. MINOR REPAIR (M-1) PROJECTS

1. Minor repair (M-1) projects are repair projects which can be accomplished within the approval authority of the installation commander.
2. Minor repair (M-1) projects will not require HQMC plans and specifications review or project survey/validation, unless requested by the CMC.
3. Minor repair projects are minor repair requirements for which up-front funding may be provided at the beginning of the fiscal year, subject to availability of such funding. Up-front funding for the design and award of minor repair projects will be provided in BP 22.
4. BP 22 maintenance funding for minor repair projects will be budgeted for within the installations normal budget submission. However, individual project identification is not required in the subject submission. Individual minor repair projects will not be tracked by this headquarters. Budget submission requests for BP 22 funding need only identify the total dollar value requested for these projects. Installations identifying the need for BP 22 up-front funding for the award or design of minor repair projects must ensure that those funds can in fact be obligated in the FY requested.
5. As minor repair projects will not require HQMC review or individual project identification, installations must ensure that all projects accomplished under this authority do not exceed authorization levels or existing construction criteria.
6. Change orders to minor repair projects should be accomplished with local funding if funding is available and the total dollar value of the project does not exceed the maximum established minor repair project limitations. Change orders which exceed the local commander's authority or require more funds than locally available should be addressed to the CMC.
7. Due to the limited amount of funds which can be allocated for minor repair projects, installations should limit their requests for up-front BP 22 funding for minor repair projects to an amount not to exceed \$300,000, or, \$200 times the total number of family housing units at their installation whichever is greater for the installation. For instance, an installation can request \$300,000, however, if this installation has 2,000 family housing units, then the installation may request up to a total of \$400,000 ($2,000 \times \$200 = \$400,000$).
8. Installations may use locally available excess BP 21 funds for the funding and design of minor repair (M-1) projects. However, BP 21 funds should be locally moved to BP 22 and obligated in BP 22.

1808. MAJOR REPAIR (M-2) PROJECTS

1. The major repair projects are major repair requirements for which BP 22 funds must be reserved and authority to advertise provided by HQMC.

2. Major repair (M-2) projects may in some instances, such as whole house repairs, require Headquarters plans and specifications review.

3. On site project survey/validation by Headquarters Marine Corps representatives will be accomplished on major repair projects. Selection of projects to be surveyed on site will be accomplished upon Headquarters review of the installations annual repair/maintenance and improvement projects status report and supporting project documentation.

4. Projects to repair disaster (fire, storm, flood, etc.) damaged quarters which exceed the installation commander's approval authority should be submitted as soon as possible, and are not limited to submission in conjunction with the annual repair and improvement projects status report.

5. Major repair (M-2) projects with supporting documentation will normally be submitted annually to CMC (LFF), per part C, section 1821 of this Manual, for survey, approval, and possible programming. (See figure 1-7.)

1809. INCIDENTAL IMPROVEMENT (R-1) PROJECTS

1. Minor construction (R-2(I)) projects are improvement projects, which can be accomplished with FH, O&M funds for which BP 23 funds must be reserved and authority to advertise provided by the CMC.

2. Minor construction (R-2(I)) projects may require Headquarters plans and specifications review or project survey/validation.

3. Minor construction (R-2(I)) with supporting documentation will normally be submitted annually to the CMC (LFF), per section 8, paragraph 1821 of this Manual, for survey, approval, and possible programming (See figure 1-7).

4. BP 23 maintenance funding for minor construction (R-2(I)) projects will be budgeted for within the installations normal budget submission. Project identification for minor construction projects is required in the budget submission. Individual minor construction projects will be tracked by HQMC. Budget submission request for the award or design of minor construction projects must ensure that those funds can, in fact, be obligated in the fiscal year requested.

>CH 4 5. Change orders to minor construction projects will be addressed to the CMC and will not exceed the maximum established limitations.

>CH 4 6. Current statutes state "minor construction includes...major maintenance or repair work to be accomplished concurrently with an improvement project." Therefore, it should be noted that authorization levels for minor construction must also include any concurrent major maintenance and repair work. For example, if a housing unit was having \$1,000 of minor construction done and at the same time \$2,000 in repair work, the unit would be at maximum limit (\$3,000 per unit) because you must consider all concurrent repair work as well as the minor construction amount.

1810. IMPROVEMENT (R-2) PROJECTS

1. Improvement (R-2) projects are used to accomplish alterations, conversions, modernizations, or additions-expansions-extensions which increase the property account value and are for the purpose of enhancing rather than repairing a facility or system.
2. Improvement (R-2) projects are projects which are funded from the family housing construction account and require funds to be reserved and authority to design and advertise provided by HQMC.
3. Improvement (R-2) projects may in some instances require HQMC plans and specifications review.
4. On site project survey/validation by HQMC representatives will be accomplished on R-2 projects. Selection of projects to be surveyed/validated on site will be accomplished upon HQMC review of the installation's annual repair and improvement projects status report and supporting project documentation.
5. Improvement (R-2) projects with supporting documentation will normally be submitted annually to the CMC (LF) per part C of this section, for survey, approval, and possible programming. (See figure 1-8.)

1811. AIR-CONDITIONING PROJECTS. The following information pertains to air-conditioning projects:

1. All air-conditioning projects must conform to the criteria contained in MIL-HDBK-1035 and MIL-HDBK-1190. Each exception to policy requires the prior approval of the CMC (LFF-3).

2. Projects for air-conditioning of existing buildings are classified as follows:

a. Improvements

(1) New air-conditioning equipment.

(2) Replacement of existing air-conditioning equipment involving an increase in tonnage capacity or area to be air-conditioned.

b. Repairs. Projects proposing replacement of existing equipment with equipment of equal or lesser tonnage capacity and involving no increase in area to be air-conditioned.

3. Air-Conditioning project requests will conform to the same request procedures as used for improvement projects or repair by replacement type projects, with the following additional information required on the DD Form 1391c:

a. Description of air-conditioning system (central air, electric heat-pump, window units, etc.).

b. A listing of the currently air-conditioned units, by assignment category, at the activity. For instance:

All 652 officer housing units are currently air-conditioned. 900 of 1200 SNCO units are air-conditioned. 1550 of 2000 NCO units are air-conditioned. None of the 400 junior enlisted units are air-conditioned.

c. Estimated additional annual operations and maintenance cost.

d. Future plans for air-conditioning additional quarters.

1812. URGENT PROJECTS. This encompasses urgently needed projects for which the estimated cost exceeds the installation commander's approval authority for repair projects. This criteria parallels the definition of minor construction improvements in that the need for the project is unforeseen, the project is necessary to correct conditions endangering health or safety, and it cannot be deferred until the next funding cycle. All projects meeting these criteria for urgency and those for the restoration of fire or storm damaged quarters, regardless of their project category (i.e., improvement or repair), qualify for consideration under this program on an as-required basis. The decision as to the appropriate project program will be made by HQMC.

1813. DEMOLITION PROJECTS. The DoD authorizes the demolition of any family housing unit on a case-by-case basis. Accordingly, when the demolition of a

unit is desired, a DD Form 1391 (FY __ Military Construction Project Data) will be prepared (see appendix H), fully justifying the proposed demolition. This documentation will be forwarded to the CMC with a completed form NAVFAC 11013/7 (Cost Estimating Form) which displays the estimated cost of restoration of the unit. Activities desiring to demolish a unit for which a deficit exists, will also submit an economic analysis comparing the cost of revitalizing the unit versus demolition and construction of a new unit.

1814. DESIGN OF FAMILY HOUSING REPAIR AND IMPROVEMENT PROJECTS

1. The housing manager will review all plans and specifications for family housing repair and improvement projects prior to project funding.
2. The housing manager will monitor the design of family housing repair and improvement projects to ensure the design is accomplished on time and per current directives.

1815. ECONOMIC ANALYSIS

1. Family housing repair projects in which the estimated cost of repair is more than 50 percent of the replacement value of the unit, or equal to or greater than \$50,000 per unit, will require an economic analysis.
2. Historical quarters shall be maintained per the requirements of the National Historical Preservation Act of 1966, as amended. Full restoration to original condition is not required. However, economic analysis will be required for any project/projects proposing more than 50 percent of the replacement value in repair and maintenance work on a unit.
3. An economic analysis will consider all required repairs, even if all required repairs cannot or are not anticipated to be accomplished at the same time or given year.
4. Economic Analysis Format. Refer to NAVFAC P-442 for guidance.

1816. PROJECT SURVEY/VALIDATION/PRIORITIZATION

1. Annually, a representative from the CMC (LFF-3) visits each activity to validate projects with estimated costs which exceed the installation commander's approval authority. Activities submit for validation any project that has not previously been validated and any that have undergone significant changes in scope or cost estimate since they were first validated. Once a project has been validated, it becomes a candidate for the next budget cycle.
2. During the validation process, a major repair or improvement project validation sheet will be completed jointly by the HQMC representative and activity housing representative. The project will be assigned a rating score upon completion of the validation sheet.

3. All projects exceeding HQMC approval authority are submitted in the congressional budget. They must survive the review process and appear in the budget before they can be executed. Projects within HQMC approval authority are prioritized internally within the CMC (LFF-3), considering the validation score, urgency, cost and ability of the activity to award "when," plus the length of time the project has been in the backlog.

1817. REPAIR AND IMPROVEMENT PROJECTS FOR GOQ'S

1. All projects for GOQ's will be identified separately.
2. All GOQ's will have a 5-year maintenance/repair and improvement plan.
3. Projects exceeding statutory limitations will be planned and developed far enough in advance so they may be included in the family housing budget submission to Congress.
4. Projects will not exceed the financial ceiling established by the CMC.
5. The limitations for incidental improvements and minor repair projects are also applicable to GOQ's; however, any project accomplished under the installation commander's authority for GOQ's must be within the financial ceiling established by this Headquarters.
6. See chapter 3.

1818. INCREMENTATION PROHIBITION. Installations will not use incrementation of any form as a means to avoid exceeding established limitations. Additionally, projects will not be accomplished which will cause family housing square footage limitations to be exceeded.

<u>Installation</u>	<u>Date</u>
<u>Project No.</u>	<u>Project Title</u>
<u>CWE</u>	
<u>Work Description</u>	
<u>RATING FACTORS</u>	
I. Command Interest:	
Mission Essential	20
High Interest	15
Nice to have	10
II. Future Deterioration/Energy Conservation:	
Property requires excessive maintenance	20
Energy in-efficient	15
Present condition requires no extra maintenance	10
III. Occupant Health/Welfare:	
Unsafe conditions/Potential for personal property damage	20
Conditions detrimental to morale	15
Below current community standards	10
No occupant complaints	5
IV. Structural condition/Facility appearance:	
Potentially hazardous	20
System failures/Unsightly	15
Acceptable	10
V. Necessity/Timeframe:	
Required now, systems failed	20
Continued maint. can delay requirement	15
Expected future need	10
Rating Score: _____ + _____ + _____ + _____ + _____ = _____	
HQMC Representative _____	_____
(Signature)	(Date)
Installation Rep _____	_____
(Signature)	(Date)

Figure 1-7.--HQMC Validation Sheet-Family Housing Major Repair Projects.

Installation _____	Date _____																																
Project No. _____	Project Title _____																																
CWE _____																																	
Work Description _____																																	
Associated with a repair project? <u>Y/N</u> Project No. _____																																	
<u>RATING FACTORS</u>																																	
<p>I. Command Interest:</p> <table style="width: 100%;"> <tr> <td>Mission Essential</td> <td style="text-align: right;">25</td> </tr> <tr> <td>Quality of life issue</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Nice to have</td> <td style="text-align: right;">10</td> </tr> </table> <p>II. Energy Conservation:</p> <table style="width: 100%;"> <tr> <td>Will save energy</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Quality of life outweighs energy savings</td> <td style="text-align: right;">15</td> </tr> <tr> <td>No change in energy usage</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Will cost more</td> <td style="text-align: right;">0</td> </tr> </table> <p>III. Occupant Health/Welfare:</p> <table style="width: 100%;"> <tr> <td>Environmental necessity</td> <td style="text-align: right;">30</td> </tr> <tr> <td>Quality of life/morale booster</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Nice to have</td> <td style="text-align: right;">10</td> </tr> </table> <p>IV. Maintenance Requirements:</p> <table style="width: 100%;"> <tr> <td>Will not appreciably increase maintenance costs</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Incidental maintenance costs</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Significant additional maintenance</td> <td style="text-align: right;">0</td> </tr> </table> <p>V. When was requirement identified:</p> <table style="width: 100%;"> <tr> <td>Over 5 years ago</td> <td style="text-align: right;">10</td> </tr> <tr> <td>One to 5 years ago</td> <td style="text-align: right;">7</td> </tr> <tr> <td>New requirement</td> <td style="text-align: right;">5</td> </tr> </table>		Mission Essential	25	Quality of life issue	15	Nice to have	10	Will save energy	20	Quality of life outweighs energy savings	15	No change in energy usage	10	Will cost more	0	Environmental necessity	30	Quality of life/morale booster	20	Nice to have	10	Will not appreciably increase maintenance costs	15	Incidental maintenance costs	10	Significant additional maintenance	0	Over 5 years ago	10	One to 5 years ago	7	New requirement	5
Mission Essential	25																																
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Quality of life outweighs energy savings	15																																
No change in energy usage	10																																
Will cost more	0																																
Environmental necessity	30																																
Quality of life/morale booster	20																																
Nice to have	10																																
Will not appreciably increase maintenance costs	15																																
Incidental maintenance costs	10																																
Significant additional maintenance	0																																
Over 5 years ago	10																																
One to 5 years ago	7																																
New requirement	5																																
Complies with regs/Public Law concerning space limitations <u>Y/N</u>																																	
Rating Score: _____ + _____ + _____ + _____ + _____ = _____																																	
HQMC Representative _____ <div style="display: flex; justify-content: space-around; width: 100%;"> (Signature) (Date) </div>																																	
Installation Representative _____ <div style="display: flex; justify-content: space-around; width: 100%;"> (Signature) (Date) </div>																																	

Figure 1-8.--HQMC Validation Sheet-Family Housing Improvement Projects.

MARINE CORPS HOUSING MANAGEMENT MANUAL

CHAPTER 1

FAMILY HOUSING MANAGEMENT

SECTION 8: FAMILY HOUSING MAINTENANCE, REPAIR, AND IMPROVEMENT PROGRAMS

PART C: PROJECT DEVELOPMENT AND SUBMISSION

1819. GENERAL INFORMATION. Major repair and improvement projects must be identified to the CMC (LFF-3) for review approval and funding.

>CH 4 1820. MINOR REPAIR (M-1) PROJECT DEVELOPMENT. The M-1 and R-1 projects will be submitted to the CMC (LFF) per this Manual and MCO P7100.8J, chapter 7. Note that project identification, DD Form 1391, and cost estimate are not required by HQMC, unless requested by the CMC (LFF).

>CH 4 1821. MAJOR REPAIR (M-2) AND MINOR CONSTRUCTION (R-2(I)) PROJECT DEVELOPMENT

1. General Information. M-2 projects will be identified on the Annual Family Housing Repair and Improvement Project Status Report in the format contained in figure 1-4. This report will provide HQMC information concerning the status of repair and improvement projects as well as the identification of repair and improvement deficiencies. All projects which have been awarded, but not yet completed, will appear on this report. All change orders will be shown on the report by change order number and funded amount. All projects completed in the past fiscal year will appear on this report. All projects which have not been awarded will appear on this report. Projects will be identified and projected out from the present fiscal year and reflect the 6-year maintenance plan.

2. Report Preparation. Figure 1-4 shall be prepared to report all family housing real property repair and improvement projects unfunded per the guidance contained in appendix J.

3. Report Submission. Commanders of Marine Corps installations with family housing shall prepare this report per the preceding instructions and those provided in appendix J. An original and one copy of the form shall be submitted, not later than 31 October, to the CMC (LFF).

1822. IMPROVEMENT (R-2) PROJECT DEVELOPMENT

1. General Information. Improvement projects are identified on the Annual Family Housing Repair and Improvement Project Status Report (see figure 1-4). The report applies to the current backlog of unfunded improvements, including those programmed for accomplishment but still unfunded, and to the projected improvements of real property on the family housing plant account. All reported improvements are subject to onsite survey. This report is not a funding request and should not be construed as a substitute for data required in the installation's budget submission.

2. Report Submission. Commanders of Marine Corps installations with family housing shall prepare and submit the Annual Family Housing Repair and Improvement Project Status Report in the format contained in figure 1-4 and the instructions contained in appendix J. An original and one copy of the form shall be submitted not later than 31 October to the CMC (LFF).

1823. PROJECT DOCUMENTATION. Each project identified on the annual project status reports requires specific supporting documentation prior to being considered for accomplishment. The following documentation will be provided to the CMC (LFF) with the annual Project Status Report if such information has not been previously provided to the CMC (during project validation for instance).

1. Two copies of DD Form 1391 and 1391c, figures 1-9 and 1-10, completed per appendix H.
2. Two copies of form NAVFAC 11013/7, figure 1-11, completed per appendix I.
3. Supporting photographs or drawings are encouraged.

1. COMPONENT		FY 19__ MILITARY CONSTRUCTION PROJECT DATA			2. DATE	
3. INSTALLATION AND LOCATION			4. PROJECT TITLE			
5. PROGRAM ELEMENT		6. CATEGORY CODE	7. PROJECT NUMBER		8. PROJECT COST (\$000)	
9. COST ESTIMATES						
ITEM			U/M	QUANTITY	UNIT COST	COST (\$000)
10. DESCRIPTION OF PROPOSED CONSTRUCTION						

DD FORM 1391
1 DEC 78

PAGE NO

Figure 1-9.--DD FORM 1391 (FY__ Military Construction Project Data).

1. COMPONENT	FY 19__ MILITARY CONSTRUCTION PROJECT DATA	2. DATE
3. INSTALLATION AND LOCATION		
4. PROJECT TITLE		5. PROJECT NUMBER

DD FORM
1 DEC 78 1391c

PAGE NO.

Figure 1-10.--DD FORM 1391c (FY__ Military Construction
Project Data--Continued).

1824. PROJECT SUBMISSION

1. Routine project submission should occur during the HQMC on-site validation. Project documentation will be provided to the HQMC representative. A site visit to the housing area where the project work is proposed shall occur, followed by the completion of the validation rating sheet. This method is most preferred as it provides HQMC with personal knowledge of the project requirement.
2. Projects identified during the year that cannot wait for the validation visit because they are of such importance or urgency that they be identified to HQMC as soon as possible, can be submitted at any time. Project documentation is still required.
3. The submission of project documentation, whether with or without a HQMC site visit, does not constitute project approval.

1825. CRITERIA FOR COMBINATION IMPROVEMENT AND REPAIR PROJECTS

1. The costs of repair necessitated by an improvement shall be identified to the improvement project but funded separately.
2. Repair unrelated to an improvement project, but to be accomplished under the same contract or at the same time, shall be processed as a separate project and shall be charged to the appropriate fund source; however, the relationship between the two will be indicated on the subject documents. Repair and improvement projects should only be combined if the work is to be performed concurrently on the same facilities, and work on disparate facilities should be treated individually. The approval levels for cost and work category (i.e., improvement or repair) shall apply.

MARINE CORPS HOUSING MANAGEMENT MANUAL

CHAPTER 1

FAMILY HOUSING MANAGEMENT

SECTION 8: FAMILY HOUSING MAINTENANCE, REPAIR AND IMPROVEMENT PROGRAMS

PART D: PROJECT LIFE CYCLE

1826. GENERAL INFORMATION. The life cycles of repair and improvement projects are similar in many ways. However, minor differences exist that may impact on project accomplishment. The following paragraphs depict the improvement and repair project life cycles.

1827. MINOR REPAIR (M-2) PROJECT LIFE CYCLE. These are minor repair projects that can be accomplished within the installation commanders approval authority. The following project life cycle applies.

1. April (budget year minus 1). Installations submit their budget which includes an exhibit requesting BP 22 funding for M-1 projects.
2. October (budget year minus 1) through January (budget year). HQMC provides the funds to accomplish the design and/or award of M-1 projects to installations, subject to the availability of funds.
3. To be determined - When the project is complete, HQMC notified of completion date, total project cost, and number of units involved.

>CH 4 1828. MINOR CONSTRUCTION (R-2(I)) PROJECT LIFE CYCLE. Minor construction projects are improvement projects that will normally be funded with BP 23 repair funds. Therefore, the project life cycle should follow that of a M-2 project, and will be funded with BP 23 repair funds.

1829. MAJOR REPAIR (M-2) PROJECT LIFE CYCLE. These are major repair projects that must be approved by the CMC (LFF-3). The following project life cycle applies.

1. January (budget year minus 3). Installations submit repair project listing in the format contained in figure 1-4 (not later than 31 October).
2. February through June (budget year minus 3). HQMC reviews, surveys, and validates, as required, installations repair projects.
3. July through August (budget year minus 3). HQMC prioritizes repair projects and establishes tentative biennial budget programs.
4. August through September (budget year minus 3). HQMC identifies tentative repair programs to installations, authorizes design and provides design funds

(as required) depending on funding availability. It should be noted that M-2 projects which have improvements associated with it must meet the 35 percent design completion criteria of improvement projects. (Thirty-five percent complete by November (budget year minus 1)).

5. January through March (budget year minus 2). POM established for SYDP (6-year defense plan).
6. January (budget year minus 2). Installations submit M-2 project list in the format contained in figure 1-4 (not later than 31 October).
7. February through June (budget year minus 2). HQMC reviews, surveys, and validates installations' M-2 repair project for inclusion into the savings/straddle programs or early design for subsequent years.
8. April through May (budget year minus 2). HQMC finalizes repair program. HQMC prepares and submits the Marine Corps family housing biennial budget.
9. June through July (budget year minus 2). Marine Corps family housing budget reviewed by NAVCOMPT.
10. September through October (budget year minus 2). Marine Corps family housing budget reviewed by DoD.
11. December through February (budget year minus 1). President's budget is established.
12. December (budget year minus 3) through September (second biennial budget year). Designs are completed and reviewed, as required, by HQMC.
13. March (budget year minus 1) through September (budget year). Congressional subcommittees review the President's budget for first and second biennial budget year.
14. October (budget year). Marine Corps family housing budget is approved for each respective year in the biennial budget.
15. October through November (budget year). HQMC approves projects for advertisement and reserves funds for the respective year in the biennial budget.
16. December through September (budget year). Installation confirms low bids and requests funding from HQMC for the project for the respective year in the biennial budget.

1830. IMPROVEMENT (R-2) PROJECT LIFE CYCLE. The point to remember about improvement projects is that although HQMC may approve a project for accomplishment in a year, funding may not ultimately be approved for the project. Improvement projects are normally line items in the Marine Corps Family Housing Budget Submission and are subject to deletion by any office that

reviews the budget prior to final approval. The following project life cycle pertains to improvement program projects.

1. January (budget year minus 3). Installations submit annual improvement project listing in the format contained in figure 1-4 (not later than 31 January).
2. February through June (budget year minus 3). HQMC reviews, surveys, and validates, as required, installations' improvement projects for biennial budget years.
3. July through August (budget year minus 3). HQMC prioritizes improvement projects and establishes tentative biennial budget years programs.
4. August through September (budget year minus 3). HQMC identifies tentative improvement programs to installations, NAVFAC, and appropriate EFD's.
5. October through November (budget year minus 2). NAVFAC provides design funds to EFD's for the improvement projects selected for programs. Installations coordinate with EFD's to initiate design.
6. October through January (budget year minus 2). Design is initiated and must be at 35 percent by November (budget year minus 1) to remain in program. This is an OSD requirement and failure to meet this objective may result in the loss of the project and the corresponding funding for that project 7. January through March (budget year minus 2). POM established for SYDP (6-year defense plan).
8. January (budget year minus 2). Installations submit improvement project listing in the format contained in figure 1-4 (not later than 31 January).
9. February through June (budget year minus 2). HQMC reviews, surveys, and validates, as required, installations' improvement projects for inclusion into the biennial budget years savings program or for early design for subsequent years accomplishment.
10. April (budget year minus 2). Installations provide HQMC certification that design will be at least 35 percent complete by November FY (budget year minus 1).
11. April through May (budget year minus 2). HQMC finalizes improvement program. HQMC prepares and submits the Marine Corps housing biennial budget.
12. June through July (budget year minus 2). Marine Corps family housing budget reviewed by NAVCOMPT.
13. September through October (budget year minus 2). Marine Corps family housing budget reviewed by DoD.

14. October (budget year minus 1). All projects for first year of biennial budget years must be at least 35 percent design.
15. December through February (budget year minus 1). President's budget is established.
16. December (budget year minus 3) through September (second biennial budget year). Designs are completed and reviewed, as required, by HQMC.
17. March (budget year minus 1) through September (budget year). Congressional subcommittees review the President's budget for first and second biennial budget years.
18. October (budget year). Marine Corps family housing budget is approved for each respective year in the biennial budget.
19. October through November (budget year). HQMC approves projects for advertisement and reserves funds for the respective year in the biennial budget.
20. December through September (budget year). Installation confirms low bids and requests funding from HQMC for project for the respective year in the biennial budget.
21. Normally improvement projects receive line item identification in the family housing budget submission. Because \$40,000 per unit is a statutory limitation, all improvement projects exceeding this limitation must be identified in the family housing budget submission. It should also be noted that current statutes state "improvement includes the rehabilitation of a housing unit and maintenance or repair to be accomplished concurrently with an improvement project."

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PART E: PROJECT FUNDING

1831. GENERAL INFORMATION. When plans and specifications are approved, the project will be scheduled for funding. When the installation is authorized to advertise for bid, funds in the amount of the current working estimate, plus applicable supporting costs, will be reserved by Headquarters Marine Corps for provision to the installation commander upon receipt of accepted low bid.

>CH 4 1832. FUNDING FOR LOCAL AUTHORITY (M-1) PROJECTS. Up-front funding will be provided, as available, to activities requesting it for the execution of minor repair and incidental improvement projects during the annual budget submittal. If an activity does not have local funding available to pay for an M-1 project, then the activity must request a funding guarantee and permission to execute the project from CMC prior to solicitation for work.

>CH 4 1833. FUNDING FOR MAJOR REPAIR (M-2) AND MINOR CONSTRUCTION PROJECTS. An activity may advertise for bid only on approval from the CMC (LFF-3). Once the acceptable low bid is verified, funds will be requested from LFF-3 using the following format:

- (1) Construction contract number
- (2) Government estimate \$ _____
- (3) Range of bids (no. of bids from low dollar to high dollar)
- (4) Confirmed low bid \$ _____
- (5) Bid expiration date
- (6) Supervision, inspection and overhead (SIOH) \$ _____
- (7) Post contract award costs (if applicable) \$ _____
- (8) Recommendation, i.e. accept low bid and provide funds in the amount of \$ _____ (total dollar amount required)
- (9) Activity point of contact

1834. FUNDING FOR IMPROVEMENT (R-2) PROJECTS. Funding will be requested in the same manner as with M-2 projects. CMC will then request NAVFAC forward the required funds to the appropriate supporting EFD.

1835. FUNDING FOR COMBINATION IMPROVEMENT AND REPAIR PROJECTS. Funding will be requested in the same manner as with M-2 projects. The R-2 bid information must be identified separately from the M-2 bid information, as funding comes from different sources.

1836. COMPLETED PROJECTS. Report the completion of all M-2 and R-2 projects on the Annual Family Housing Repair and Improvement Project Status Report. Show the project completion date and final funded cost in the remarks column.

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PART F: CHANGE ORDERS AND CONTINGENCY FUNDS

1837. INFORMATION. In unusual circumstances, contingency levels may be established for M-2 projects by HQMC. Contingency levels do not apply to improvement projects, incidental improvement projects, or M-1 projects. Contingency funds, if set aside for a project, are held at the HQMC and not forwarded with the funds necessary to award confirmed low bids.

1838. CONTINGENCY FUNDS

1. Definition. Contingency funds are a CMC established amount from which change orders to M-2 projects may be funded.

2. Established Levels. Contingency levels are established by HQMC. Installations may request a contingency level when submitting bid results and a request for funds. Upon CMC approval of confirmed low bid, the requested contingency level will be considered for approval. Requested levels normally equal five to ten percent of confirmed low bid. When determining an appropriate contingency level, consider such factors as scope of work, age of facility, time since last major repair, etc. These factors are necessary in order to justify the anticipated need for contingency funds.

3. Exceptions

a. M-1 Projects. Contingency levels will not be established for M-1 projects since installation commander approval authority is \$300,000 per project and \$12,000 per unit per 12-month period.

b. Improvement Projects. Contingency levels will not be established for improvement projects since each project is approved by Congress as a line item in the family housing budget submission.

>CH 4 c. Minor Construction (Incidental Improvement). Project totals including contingency levels will not exceed the maximum limits of \$500,000 per project and \$3,000 per unit per fiscal year. All requests must be approved from the CMC.

d. Contingency funding should be the exception, not the rule. Funds are not provided in advance of a justifiable need.

1839. CHANGE ORDERS

1. Definition. A means of ordering variations, changes, and additions to the work under contract. A change order may be either additive or deductive and does not necessarily change either the contract price or the time of completion.

2. Policy

a. Thorough planning in the development of repair and improvement projects is essential. Determining project scope is a planning function and should be accomplished before a project is designed. Be specific in identifying requirements. Consider the installation's needs and desires as the customer. Careful review of plans and specifications is critical, and more than any other single effort, will ensure that the project will accomplish everything it is intended to do.

b. Projects with numerous change orders tend to imply that the project planning process was conducted haphazardly. While some change orders are due to unforeseen conditions, others are due to poor design, inadequate scope, or simply customer requested.

c. Change orders are unprogrammed and usually cost more than requirements identified in the original contract. Therefore, concerted efforts must be made to keep change orders to a minimum.

3. Change Orders to Projects

a. M-2. Installation commanders may approve change orders to M-2 projects as long as the installation has sufficient local funds available to accommodate the change orders. If funds are unavailable, additional funding must be requested from the CMC (LFF) and the change order must be approved by the CMC (LFF). Funding of change orders must not exceed project funding authorities.

b. M-1 Projects. Installation commanders may approve and fund all change orders to M-1 projects so long as sufficient funds are available to accommodate the change orders and total project cost, to include cost of all change orders, does not exceed \$300,000 or \$12,000 per unit per 12-month period. If sufficient funds are not available or the total project cost will exceed the installation commanders authority, a request must be sent to the CMC (LFF) for additional funding and/or approval.

c. Improvement Projects (R-2). Change orders to improvement projects must be approved by the CMC (LFF). Upon the CMC review and approval, HQMC will request the Commander, Naval Facilities Engineering Command to provide funds to accommodate the change order.

>CH 4 d. Minor Construction (R-2(I)). The CMC may approve change orders to minor construction projects as long as the project does not exceed \$500,000 per project and \$3,000 per unit per fiscal year. All request must be approved from the CMC.

4. Change Order Requests. When it is determined a change order is necessary, the activity should exhaust all attempts to satisfy the change order using local funds or deductive changes before a request for funds is submitted to HQMC.

a. Requests for funds will contain the following project historical data:

- (1) Original award amount, SIOH, and year of funds.
- (2) A&E amount and year of funds.
- (3) Original contingency (if any).
- (4) Itemized list of prior funded change orders, with change order number, amount funded, and brief description.
- (5) Total project cost to date, less A&E.

b. Include the following data on the new change order for which funds are being requested:

- (1) Change order number and brief description.
- (2) Amount requested (including SIOH) and year of funds.
- (3) The circumstances necessitating the change (why required).
- (4) Justification for additional HQMC funding in lieu of local funding or deductive changes.
- (5) Impact if not provided.
- (6) Indicate if A&E liability is being pursued.
- (7) Likelihood of additional changes and estimated cost to complete project.

c. The processing of change order funding requests will be delayed if the information in paragraphs 4a and b, preceding, is not included in the request. Requests may be made by naval message or letter, but they must be in writing.

d. The Annual Family Housing Repair and Improvement Projects Status Report will reflect all change orders awarded for M-2 and R-2 projects. The report should reveal the number of change orders per project, the respective individual change order costs, a brief description, and whether in-scope or out of scope.

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SECTION 9: FAMILY HOUSING PROGRAMMING, ACQUISITION AND REQUIREMENTS DETERMINATION

PART A: PROGRAMMING

1900. GENERAL INFORMATION

1. An objective of the family housing program is to ensure that all service members with dependents are adequately housed. When this objective is not being met, it is incumbent upon installation commanders to determine the requirement and recommend projects to correct demonstrated deficits.
2. The family housing survey is the basis for determining family housing requirements and for developing and supporting acquisition programs.

1901. PROGRAMMING POLICY

1. The Marine Corps relies on the local community as the primary source of suitable housing for Marine families. Communities near Marine installations must be apprised of projected military housing needs if they are to assist in meeting these needs. This can be accomplished by holding regular discussions with local government officials, chambers of commerce, real estate boards, and home builder associations. Programming deficits determined by the family housing survey may be discussed; however, specific program recommendations will not be discussed until the annual legislative program has been approved by Congress.
2. Current legislation requires that the Department of Housing and Urban Development (HUD) be consulted on the need for a proposed family housing construction project in an approved program. The local HUD field office generally has current data on the availability of family housing, enabling the field office to agree with the need for the project without further investigation. There may be instances, however, when HUD concurrence will be withheld pending an analysis of the housing market. In such cases, the Marine Corps will give full cooperation to HUD in order to obtain an unbiased evaluation of the military housing needs.

1902. CONSTRUCTION PROGRAMMING

1. Programming will be considered at locations where the family housing survey demonstrates that the total number of available adequate assets, military and private, is less than the housing requirement at the installation.

2. The type and amount of housing to be programmed for each installation or housing complex will be governed by the lowest predictable strength levels to be maintained, adequacy of existing community and military housing assets, impact of new military housing on the local economy, environment, community services, and predictable changes in availability of adequate private housing.

3. The programming of Government housing requires the evaluation of the housing requirements survey and an analysis of statistical data reflecting conditions in the community. Where several projects are being proposed, this analysis will assist in setting priorities and justifying the program.

4. The construction program will be developed at the HQMC level after careful review of all existing information. The following are considerations in setting priorities in programming the acquisition of Government housing.

a. Housing Requirement. The overall housing requirement as indicated in the family housing market analysis.

b. Location. Programming priority should be given to areas determined by market analyses to be least vulnerable to local market trends and possible increases in available adequate private housing.

c. Permanent Party Strength Comparisons. The more immediate requirements for Government housing should generally receive programming priority over requirements that have been based solely on projected personnel increases.

d. Housing Market Trends. A knowledge of housing market trends in the commuting area of the installation is helpful in improving the reliability of forecasting the capacity of an area to respond to Marines' housing needs. Trends to be considered in analyzing a housing market include, but are not limited to, the following:

(1) Community housing inventory and population.

(2) Vacancy factors (rental and sale housing).

(3) Community attitudes and local government plans and regulations (e.g., plans that would either provide incentives or restrict local housing development).

(4) Conversions of rental housing to condominiums.

(5) Industrial plans (expansion, relocations, and so forth).

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PART B: ACQUISITION

1903. GENERAL INFORMATION

1. The Six-Year Family Housing Program required by the Office of the OSD is a planning document which is revised annually. Projects may be added, adjusted, or deleted from the program on the basis of information developed by the most current family housing survey.

2. The information gathered from the market analysis is the basis for recommending projects for inclusion in the Six-Year Defense Plan (SYDP) and, subsequently, for justifying projects to the OSD and the Congress. Additionally, data obtained may serve boards and committees concerned with matters unrelated to housing, such as per diem studies, etc.

3. Consideration will be given to the construction of Government-owned mobile home spaces for privately-owned mobile homes provided that:

a. The number of personnel (eligible and ineligible) owning mobile homes is substantial.

b. Adequate mobile home park facilities at reasonable rates and within reasonable distances from the installation concerned cannot meet the need.

c. The use must reasonably be expected to persist for a minimum of 25 years to amortize the cost of construction.

1904. ACQUISITION PROGRAMS

1. CONSTRUCTION

a. Projects for the construction of units will normally not be considered if less than 50 units are required. However, isolated locations will be given every consideration regardless of the size of the requirement. Construction projects will normally be limited to 500 units. In addition, project submissions will reflect the requirements by pay grade categories.

b. Construction may be accomplished either by conventional or turnkey methods. Conventional construction involves the use of in-house effort or contract architect-engineer services for the planning and design of a construction project. On the basis of the approved plans and specifications, bids are solicited and a contract is awarded for the new construction. The turnkey methods provides for the solicitation of proposals from contractors

based on the requirements for housing and design criteria. Based on a review of the plans that are submitted, an award is made and the contractor then undertakes the execution of the project. Upon satisfactory completion, the units are turned over to the Marines.

2. Leasing of Existing Units. The Marine Corps may lease privately owned quarters when there is a lack of adequate family housing. Leasing is a part of the acquisition process and the general guidelines applying to the acquisition of other government quarters also apply to the acquisition of leased quarters. In addition, there are legal restrictions imposed by the Congress which provide a framework for the administration of the leasing program.

3. Lease Construction. The Marine Corps may acquire additional family housing through leasing (section 801) program, the rental guarantee (section 802) or the out-leasing (10USC2667) program. Lease construction is part of the acquisition process and must be authorized by Congress.

4. Improvement of Existing Military Quarters. Proposals for improvements to existing military quarters assume a long range commitment and will be developed per section 8 of this Manual.

5. Construction of Mobile Home Parks. Construction of mobile home parks is also part of the acquisition process and will be considered when a need for mobile home spaces has been demonstrated by a mobile home park survey.

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PART C: REQUIREMENTS DETERMINATION

1905. GENERAL INFORMATION

1. The family housing market analysis is the basis for determining family housing requirements and for developing and supporting acquisition programs.
2. Information gathered in the market analysis is used for producing the DD Form 1523 (Military Housing Justification), which is forwarded to OSD in support of recommended family housing projects.

1906. FAMILY HOUSING MARKET ANALYSIS COORDINATION

1. Marine Corps installations may be required to conduct a family housing market analysis. All Marine Corps installations in the family housing 6-year construction program will be required to conduct a market analysis. Additionally, any installation may request to conduct a market analysis if that installation desires to determine their housing requirement or potential shortages.
2. Coordinated action is required by personnel preparing the bachelor housing survey and the family housing market analysis. This action is to ensure that current and projected personnel strength figures provided by HQMC are used for both surveys and must not be changed without HQMC approval.
3. Gross family housing requirements will include service members who are on PCS orders for 20 weeks or more and have bona fide dependents residing with them, and those "key and essential" civil service employees who are heads of households who must reside on the installation for reasons of military necessity.
4. Installations are responsible for participating in the conduct of the family housing market analysis, ensuring the accuracy of the local input, recommending acquisition projects, and maintaining liaison with the local community and other Government agencies to inform them of military housing needs.

1907. MARKET ANALYSIS

1. Market analyses are to be completed on a periodic basis. This Headquarters will normally notify the commands when a market analysis is to be accomplished.

2. Those activities that have acquisition programmed in the budget will be required to contract for a market analysis to support the acquisition effort.

3. To support the documentation which this office will assemble, a market analysis must clearly identify the following information for the current status (as of the date of the analysis) and projected conditions (as of the date of the last year in the current SYDP).

a. Total personnel strength. The total military strength as of the date of the analysis and the projected level in the last year of the SYDP. This will include all personnel assigned to the installation and those of any tenant organization regardless of Service affiliation. This will include fleet personnel, students, transients, rotationals, hospital patients and personnel absent on temporary duty. The projected figures should be based on the information in the Facilities Support Requirements documentation. Students assigned for over twenty weeks will be considered permanent party.

b. Permanent Party Personnel. Total number of military personnel, regardless of branch of service, assigned on permanent change of duty station orders, including students assigned to courses of twenty weeks or longer.

c. Gross Family Housing Requirements. This will include all families eligible for base housing.

d. Involuntarily separated. Those members who were forced to leave their families elsewhere due to the housing situation (shortage of affordable housing or high costs for housing).

e. Unacceptably housed in the community. Those families which are living in quarters which do not meet the minimum level of adequacy as proscribed elsewhere in this Manual.

f. Voluntary Separations. Those families which chose to separate for their own convenience without regard to those items which contribute to the levels of adequacy and involuntary separations.

g. Housing Assets under military control. The family housing inventory as of the date of the report and projected to include authorized but not completed, in the budget but not yet authorized and units programmed between now and the end of the SYDP.

h. Acceptably housed in the community. This should clearly indicate the number of military families occupying private housing which meets the minimum level of adequacy.

i. Acceptable vacant rental. Reflect the current level of vacancy and the number of units projected to be available and affordable to our military families by the end of the SYDP.

4. All information should be clearly identified as officer, NCO and junior enlisted.

5. The market analysis should also reflect any other relevant information which can be used to provide justification for acquisition of housing if it is warranted at your location.

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CHAPTER 2

BACHELOR HOUSING MANAGEMENT

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CHAPTER 2

BACHELOR HOUSING MANAGEMENT

2000. PURPOSE. This chapter provides information to manage military bachelor housing at Marine Corps activities under the command of the CMC. The provisions of this section do not apply to transient lodging facilities (TLF's). A TLF, commonly referred to as a "Hostess House" is a nonappropriated fund activity operated by a Morale, Welfare and Recreation (MWR) Division primarily to support transient families.

2001. BACKGROUND INFORMATION. Providing adequate bachelor housing is a combined DoD and Marine Corps objective. The Marine Corps has a responsibility to provide all personnel residing in bachelor housing with a well maintained, suitable, living environment. In order to meet this obligation, the CMC (LFF), will:

1. Develop and implement policies and procedures related to bachelor housing.
2. Maintain inventory control of all Marine Corps bachelor housing assets.

2002. RESPONSIBILITIES OF THE ACTIVITY COMMANDER. The activity commander has the primary responsibility to manage all bachelor housing. A centralized bachelor housing office shall be established at each activity to carry out this responsibility. The activity commander is responsible for the following:

1. Development and implementation of rules and regulations.
2. Assignments and terminations, including issuance of all certificates of nonavailability and approval of all authorizations for payment of basic allowance for quarters (BAQ).
3. Utilization of assets and preparation of inventory, occupancy, and utilization reports.
4. Control of storage, issue, utilization, repair, and procurement of furnishings.
5. Procurement and control of the issuance of supplies and services.
6. Coordination of utilities conservation efforts and facilities management activities.
7. Bachelor housing requirements estimation and development of a bachelor housing construction program.

2003. OCCUPANT RESPONSIBILITY. Prudent housing management involves a reasonable degree of responsibility by the occupant for the care and maintenance of assigned quarters.

1. Bachelor quarters residents shall be responsible for routine housekeeping and for reporting items for repair or replacement to the appropriate bachelor quarters management personnel. All occupants shall be clearly informed of their responsibilities and potential liabilities when assigned Government quarters. (See appendix F.) The assigned occupant is liable for loss or damage to any Government quarters, equipment, or furnishings caused by abuse or negligence of the occupant and the occupant's dependents or guests. The occupant is responsible for correcting any loss or damage caused by abuse or negligence, or to reimburse the Government. Occupants will be given the opportunity to voluntarily reimburse the Government.

2. A sample "Condition of Occupancy Form" is provided at appendix K. Activity commanders have the option to use this form as a means to ensure that all bachelor housing occupants are aware of and understand the rules regarding occupant responsibilities and liabilities.

2004. TRAINING

1. General Information. Training and education in bachelor housing management techniques and practices should include a combination of on-the-job training and formal courses of instruction. Training should be used to enhance the productivity of all military, civil service, NAFLI personnel, and non-Government employees involved in bachelor housing management.

2. Local Training. The activity commander should establish a local training program for bachelor housing management personnel. It is extremely important that management personnel are aware of the necessity to maintain adequate living conditions. The activity commander is responsible for training all bachelor housing managers (including tenants) in proper techniques of management. The local training program should be tailored to the particular level of management personnel but should in general include the following:

a. An initial course to cover major aspects of bachelor housing management duties and responsibilities.

b. On-the-job training scheduled at a regular time on a recurring basis, with appropriate follow-up.

3. Formal Training Support. Activity commanders are encouraged to take advantage of the following educational opportunities for their bachelor housing management personnel. Requests for course quotas may be addressed to the CMC (LFF-3).

a. Department of the Navy. The Chief of Education and Training has established the Bachelor Housing Management (Course No. A-800-2100) as a class "C" school under the Chief of Naval Technical Training, Naval Air Technical Training Center, Memphis, Tennessee. This 3-week course for junior level

management is held at the Fleet Training Command, Norfolk, Virginia, and the Service School Command, Naval Station, San Diego, California.

b. Department of the Air Force. The Air Force offers a 2-week Billeting Management Course (Course No. 465) at the Air Force Institute of Technology, Wright-Patterson AFB, Ohio. This course is offered to candidates in the grade of GS-7/2nd Lt or above with a B.A. degree.

c. Department of the Army. The Army offers a 1-week Unaccompanied Personnel Housing Management Course at various Army installations. The course is sponsored by the U.S. Army Engineering and Housing Support Center, Humphries Engineering Center, Fort Belvoir, Virginia.

MARINE CORPS HOUSING MANAGEMENT MANUAL

CHAPTER 2

BACHELOR HOUSING MANAGEMENT

SECTION 1: MANAGEMENT AND ASSIGNMENT POLICY

2100. GENERAL MANAGEMENT POLICY. It is the policy of the DoD and the Marine Corps that housing accommodations assigned to bachelor personnel shall meet basic physiological and psychological needs, and provide the space, privacy, and furnishings required for comfortable living. To discharge this function efficiently, the Bachelor Housing Requirements Estimate (BHRE) will be prepared annually by the CMC (LFF) and provided to activity commanders for validation. This report is exempt from reports control. Validation instructions are provided at appendix L. The Bachelor Housing Inventory and Utilization Data worksheet will be completed annually by the activity and submitted to the CMC (LFF) by 1 November. Instructions for completing the form are included in appendix M. Marine Corps Report Control Symbol DD-11103-01 (external RCS DD-P&L(A)1470) has been assigned to this report.

2101. UTILIZATION

1. Occupancy Standards. Maximum practical occupancy of adequate bachelor quarters shall be maintained at all times. The application of this policy, however, shall avoid creating undue hardships for service members. Occupancy rates of 95 percent for adequate housing designated for permanent personnel, and 75 percent for adequate transient or temporary additional duty (TAD) housing are the CMC's utilization goals. The activity commander is responsible for efficient management of all billeting spaces, inadequate as well as adequate.

2. Military Necessity. Regardless of standards of adequacy, military necessity shall be the overriding consideration in determining occupancy requirements when, in the judgment of the responsible commander, the billeting of an individual in a Government-owned or controlled facility is required for mission accomplishment, contingency operations, training, or maintenance of a disciplined force. Mandatory assignments to bachelor housing to reduce BAQ payments or to reduce per diem allowances may not be considered military necessity. When military necessity is invoked by a commander for purposes of assigning personnel to Government housing, the nature and reasons for the military necessity shall be specified.

3. Geographical Bachelors. Geographical bachelors shall be assigned quarters only on a space-available basis. Space-available assignments may be terminated after reasonable notice when the space is needed for occupancy by personnel in higher priority categories.

4. Unit Integrity. Application of the unit integrity concept shall be accomplished in a practical manner that ensures maximum utilization of available quarters. Activity commanders shall review unit space allocations as required and make necessary adjustments between organizations. The bachelor housing office shall be authorized to direct assignment of personnel from outside

organizations into unit-managed space to obtain maximum practical utilization and to preclude unnecessary BAQ and per diem payments.

5. Temporary Construction. All temporary construction is considered inadequate.

6. BAQ. Commanding officers supported by the activity may not authorize payment of BAQ without prior written approval of the activity commander. This administrative control is essential to ensure maximum utilization of adequate housing and preclude unwarranted BAQ payments.

2102. OCCUPANCY

1. Occupancy Eligibility. The following categories of personnel, listed in order of priority, are authorized to occupy permanent personnel bachelor housing.

- a. Military necessity personnel.
- b. Permanent party military bachelor personnel not drawing BAQ.
- c. Permanent change of station (PCS) students unaccompanied by dependents.
- d. Personnel serving dependents-restricted/all-other tours of duty in Alaska and areas outside the U.S.
- e. PCS military personnel who are:
 - (1) Divorced, unaccompanied, and receiving BAQ for dependent support.
 - (2) Legally separated, unaccompanied, and receiving BAQ at the with-dependent rate.
- f. Geographical bachelors on a space-available basis.

2. Dependent Occupancy of Bachelor Quarters. Permanent personnel bachelor quarters will ordinarily be used to lodge only active duty members. However, with approval of the activity commanders, dependents may be permitted to reside in bachelor quarters up to 30 days on a space-available basis.

3. Male/Female Occupancy. Marine Corps policy requires that women Marines be appropriately integrated with male Marines when the unit occupies a modern "motel style" barracks. When there are not sufficient "motel style" barracks to accommodate an entire unit, commanders will develop a billeting plan that provides men and women equitable use of existing facilities. The practice of designating a block of rooms for women Marines or an entire barracks or wing of a barracks for women Marines will be avoided to the maximum extent possible. Within this policy, the following guidelines for BOQ's and BEQ's will be observed to ensure that Marines are provided an adequate level of privacy:

- a. All occupants of a given room will be of the same sex.

b. Where each room has private bath and toilet facilities, room assignments will be made without regard to gender.

c. Where adjoining rooms are connected by a shared bathroom, all rooms with access to the shared bathroom will be assigned to Marines of the same sex.

d. Where rooms have no individual bathroom facilities, separate central bath and toilet facilities will be designated for males and females. Under these circumstances, males and females will be isolated by wing or deck so that men and women are not required to traverse the same common areas or passageways enroute to and from their bath facilities. When such a facility is not or cannot be divided to isolate males and females, it will be designated for either men only or women only depending on the needs of the command.

4. Guests and Residents Identification. Guests and residents shall have the Armed Forces Identification Card, Uniformed Services Identification and Privilege Card, or other official identification. Adequate measures shall be taken to prevent the use of bachelor quarters by unauthorized persons.

2103. DIVERSIONS/REDESIGNATIONS OF BACHELOR QUARTERS

1. Adequate bachelor quarters buildings or portions thereof which are listed in the Real Property Inventory with Category Codes 721 or 724 will not be redesignated (permanent, category code change) to uses other than billeting without written approval of the CMC (LFF).

2. Adequate bachelor quarters buildings or portions thereof which are listed in the Real Property Inventory with Category Codes 721 or 724 may be diverted (temporary change) to uses other than billeting by the activity commander without CMC approval for a period not to exceed one year. Diversions of adequate quarters will not be extended beyond one year without written approval of the CMC (LFF).

3. Inadequate or substandard bachelor quarters buildings or portions thereof which are listed in the Real Property Inventory with Category Codes 721 or 724 may be redesignated or diverted to uses other than billeting by the activity commander. The Real Property Inventory records shall be adjusted as appropriate to reflect the change.

4. Requests to divert or redesignate bachelor quarters, or any portion thereof, shall be submitted to the CMC (LFF) in writing and will contain the following information:

a. Justification for diversion/redesignation.

b. The use to which the space will be diverted/redesignated.

c. Bachelor quarters deficit, and the number of privates through sergeants drawing BAQ at the without-dependents rate.

d. Building and room number(s) and number of spaces in each building to be diverted/redesignated.

e. Effect of the diversion/redesignation on the installation's construction program.

f. Number of personnel to be relocated as a result of the diversion/redesignation, and to what facilities the personnel will be relocated.

g. The alternative means, if any, of providing the required space in lieu of diverting/redesignating bachelor quarters.

2104. BACHELOR HOUSING CRITERIA

1. Design Criteria. The design criteria for new construction of bachelor housing is contained in NAVFAC Design Manual DM 36.1, Unaccompanied Personnel Housing.

a. When developing the activity master plan, consideration must be given to the development of locker rooms and shower areas for those personnel not residing in bachelor quarters.

b. At those activities where new construction is replacing older facilities, consideration should be given to retaining a number of these older facilities to be used for locker rooms and shower areas, and to provide billeting space for reservists and unfunded transients.

2. Minimum Health Criteria. The minimum health criteria of 72 square feet or net living area per person is prescribed in NAVMED P-117, Manual of the Medical Department. When situations occur that require deviation from this standard, a waiver may be granted by the activity commander after consultation with the local preventive medicine unit. Waiver of the minimum health standards should be limited to emergency situations, avoided if possible and never preplanned into a training exercise billeting plan.

2105. ASSIGNMENT POLICIES

1. Permanent Personnel

a. All eligible permanent personnel are to be assigned to bachelor quarters or be authorized BAQ entitlement.

b. When adequate quarters become available, the activity commander may terminate BAQ entitlement and require military personnel (private through sergeant) to live on base.

2. Assignment to Quarters. Involuntary assignment should be made starting with the junior members first.

3. Mandatory Occupancy

a. When necessary to maintain the utilization goal for adequate quarters, sergeants and below may be involuntarily assigned to on-base quarters.

b. The activity commander may assign bachelor corporals and below to on-base Government bachelor quarters even if the quarters are less than adequate.

c. Bachelor sergeants should be assigned to adequate on-base bachelor quarters, if available. Sergeants and above will not be involuntarily assigned to inadequate bachelor quarters except for reasons of military necessity. Personnel assigned (voluntarily or involuntarily) to Government quarters (adequate or inadequate), forfeit BAQ.

4. Option to Elect BAQ. Personnel staff sergeant and above may elect to live off base and receive BAQ rather than occupy Government quarters.

2106. MINIMUM STANDARDS OF ADEQUACY (MSA). MSA shall apply worldwide to all Government-owned or controlled (leased) bachelor housing (permanent personnel quarters and transient quarters) except when contracts with civilian personnel specifically define a standard of adequate housing to be provided.

1. MSA. The MSA varies, depending on grade, category of personnel assigned (permanent or temporary duty/transient). These standards are shown in figure 2-1. Adequacy criteria will not apply to space-available occupants. The MSA for TAD/transient personnel is to be used to determine when a certificate of nonavailability of quarters will be issued. Application of the MSA for eligible civilian personnel shall be based on the equivalent military grades contained in figure 2-2.

2. Inadequate Quarters. The activity commander is responsible for efficient management of all billeting spaces both adequate and inadequate. However, if housing is inadequate personnel, sergeant and above, have the option to reside off base and request BAQ.

3. Other Service Quarters

a. The adequacy standards established by the host service shall apply in determining the adequacy of available quarters when Marine Corps personnel are assigned or travel to an activity controlled by another service or when other service personnel are assigned or travel to a Marine Corps activity.

b. Activities with a surplus or a shortage of bachelor quarters will coordinate with other military services in the local area to ensure maximum, practical occupancy of all DoD bachelor quarters.

2107. PERSONNEL SUPPORT EQUIPMENT STANDARDS. The activity commander has the responsibility to provide adequate furnishings to accommodate the member's needs. Minimum and maximum standards have been published in MCO 10160.8.

PERMANENT PERSONNEL AND PCS STUDENTS			TEMPORARY DUTY AND TRANSIENT PERSONNEL		
Grade	Factors	Minimum Standards	Grade	Factors	Minimum Standards
Captains and above (O-3 and above)	not living area square feet <u>1</u> / accommodations	400 square feet living room, bedroom, private bath, access to kitchen or officers mess receiving appropriated fund support	all officers and warrant officers. All civilian employees. E1 through E9 (only as authorized <u>1</u> / accommodations	not living area square feet <u>1</u> / accommodations	250 square feet private room, bath shared not more than one other
Lieutenants and warrant officers (W-1 through O-2)	not living area square feet <u>1</u> / accommodations	250 square feet sleeping/living room, private bath	SNCO'S (E6 through E9)	not living area square feet <u>1</u> / accommodations	250 square feet private room, bath shared not more than one other
SNCO's (E6 through E9)	not living area square feet <u>1</u> / accommodations	270 square feet private room, private bath	Sergeants (E5)	not living area square feet <u>2</u> / accommodations	135 square feet no more than two to a room, bath shared not more than one other
Sergeants (E5)	not living area square feet <u>2</u> / accommodations	135 square feet bath shared not more than one other, two to a room	Corporals and below (except E1 recruits and trainees) E1 through E4	not living area square feet <u>2</u> / accommodations	90 square feet not over four to a room, central bath
Corporals and below (except E1 recruits and trainees) E1 through E4	not living area square feet <u>2</u> / accommodations	90 square feet not over four to a room, central bath	E-1 recruits and trainees	not living area square feet <u>2</u> / accommodations	72 square feet open bay central bath
Recruits or trainees	not living area square feet <u>3</u> / accommodations	72 square feet Open bay, central bath	<u>1/</u> Only E1 through E5 personnel traveling with civilian personnel as part of a team (who are not in a student or training status or attending training conferences, meeting, seminars, or similar nonoperational functions) shall be authorized these accommodations <u>2/</u> Not living area is measured from the inside face of the peripheral walls of the suits and includes all spaces and partitions thereby enclosed. <u>3/</u> Not living area in this instance is the clear area in the sleeping room allocated for an individual's bed, locker, and circulation, but excludes lounges, bathrooms, and general circulation. <u>4/</u> Not living area is one equal share per person of the squad room. The squad room is measured to the inside face of the peripheral walls.		
<u>1/</u> Not living area is measured from the inside face of the peripheral walls of the suite and includes all spaces and partitions thereby enclosed. <u>2/</u> Not living area in this instance is the clear area in the sleeping room allocated for an individual's bed, locker, and circulation, but excludes lounges, bathrooms, and general circulation. <u>3/</u> Not living area is one equal share per person of the squad room. The squad room is all space within the peripheral walls.					

Figure 2-1.--Minimum Standards of Adequacy for Existing Inventory.

Military Grade Group	Senior Executive Service	Merit Pay Employee	General Schedule	Educators (20 U.S.C. 901-907)	NAF Employees	American Red Cross	Wage System
O-7 through O-10	SES-1 through SES-6	---	GS-16 thru GS-18			31	
O-6	--	GM-15	GS-15		Grade 15	28-29	
O-5	--	GM-13 and GM-14	GS-13 and GS-14		Grades 13 and 14	25-27	WS-14 thru WS-19 WL-15 and Productive Support Equivalents
O-4	--	---	GS-12	Teaching Principals	Grade 12	24	
O-3	--	---	GS-10 and GS-11	Schedule C, Step 4 and above Schedules D-F AND M-O	Grades 10 and 11	21-23	WS-8 thru WS-13 WL-6 thru WL-14 WG-12 thru WG-15 and Production Support Equivalents
O-2 W-3 and W-4	--	---	GS-8 and GS-9	Schedule C, Steps 1-3	Grades 8 and 9	19-20	
O-1 W-1 and W-2	--	---	GS-7	--	Grade 7	18	
E7 through E9	--	---	GS-6	--	Grade 6	15-17	
E5 and E6	--	---	GS-5	--	Grade 5		WS-1 thru WS-7 WL-1 thru WL-5 WG-9 thru WG-11
E4	--	---	GS-4	--	Grade 4		
E1 through E3	--	---	GS-1 thru GS-3	--	Grades 1 thru 3		WG-1 thru WG-8

Figure 2-2.--Military and Civilian Equivalent Grades for Bachelor Quarters.

2108. ENVIRONMENTAL FACTORS. Quarters shall be considered inadequate for assignment purposes when they are below the air-conditioning and heating standards established in MIL-HDBK-1190, Facility Planning and Design Guide. Quarters shall be considered adequate in regard to other environmental factors, unless excepted on a case-by-case basis by the CMC.

2109. STANDARDS OF ADEQUACY FOR PRIVATE (OFF-BASE) QUARTERS

1. Standards of adequacy for private quarters are the same as standards of adequacy for Government-owned quarters. The activity commander has the overall responsibility for recording the number of Marines suitably/unsuitably housed in the community. This information (which is recorded annually on the Bachelor Housing Requirements Estimate, BHRE, and submitted to the CMC) should be accurate since on-base construction is directly reduced by the number of Marines residing in off-base adequate quarters.

2. To be considered adequate, private quarters should meet the following criteria:

a. Private quarters should meet the same MSA as set forth in figure 2-1 for Government-owned quarters with respect to the net living area and accommodations.

b. The unit should be a complete dwelling unit with private entrance and bath for the sole use of the occupant(s). The unit must be well constructed and in a good state of repair with heating and air-conditioning if appropriate for the locale.

c. The unit may be furnished, or unfurnished if the responsible commander determines that the intended occupant has sufficient furniture.

d. The unit should be located within a 1-hour drive from the duty station during rush hours.

e. The unit should be located in an area that meets acceptable standards for health, safety, and sanitation.

3. Bachelor personnel may use the services of the housing referral office for assistance in locating adequate off-base quarters.

4. Commanders or their representatives are not authorized to enter occupied private off-base quarters without the permission of the occupant(s).

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CHAPTER 2

BACHELOR HOUSING MANAGEMENT

SECTION 2: ORGANIZATION AND FUNCTIONS OF THE BILLETING/BACHELOR HOUSING DIVISION

2200. ORGANIZATION

1. The extent to which centralized bachelor housing program management is performed at each shore activity influences the organizational composition, personnel requirements, and responsibilities of the Billeting/Bachelor Housing Department. Therefore, the criteria for determining the suitability of an organizational pattern are provided on a broad scale based on functions common to Billeting/Bachelor Housing Departments at major Marine Corps Installations. Figure 2-3 depicts a typical Facilities Management Organization, and figures 2-4 through 2-7 depict a typical Billeting/Bachelor Housing organization. The table of organization shall be developed to provide an adequate work force to accomplish all billeting/bachelor housing functions regardless of the fund sources.
2. The Billeting/Bachelor Housing Department organization shall be simplified to a minimum of intermediate components or layers of supervision. The installation commander may expand or condense the organizational structure, depending on the scope of responsibilities assigned to the Billeting/Bachelor Housing Department.
3. The installation commander is authorized to determine the functions, designate billet titles, and establish the internal administrative chain of command so long as the primary responsibilities, outlined in paragraph 2201, are met. If deemed locally suitable, managers of subordinate divisions, branches or sections, such as BOQ Manager, SNCO quarters manager, etc., may be combined and established under the supervision of the bachelor housing manager.
4. The offices and work centers of the Billeting/Bachelor Housing Department should be located to facilitate coordination between processing offices, thereby enabling an orderly workflow.

2201. FUNCTIONS

1. General Information. The responsibilities and qualifications described herein are applicable to installations having to billet 10,000 or more permanently assigned bachelor personnel and TAD personnel. At installations having to billet less than 10,000 personnel, permanent and TAD combined, prudent measures should be taken for consideration of combining various subordinate branches and sections identified under the major component divisions as depicted in figure 2-4.

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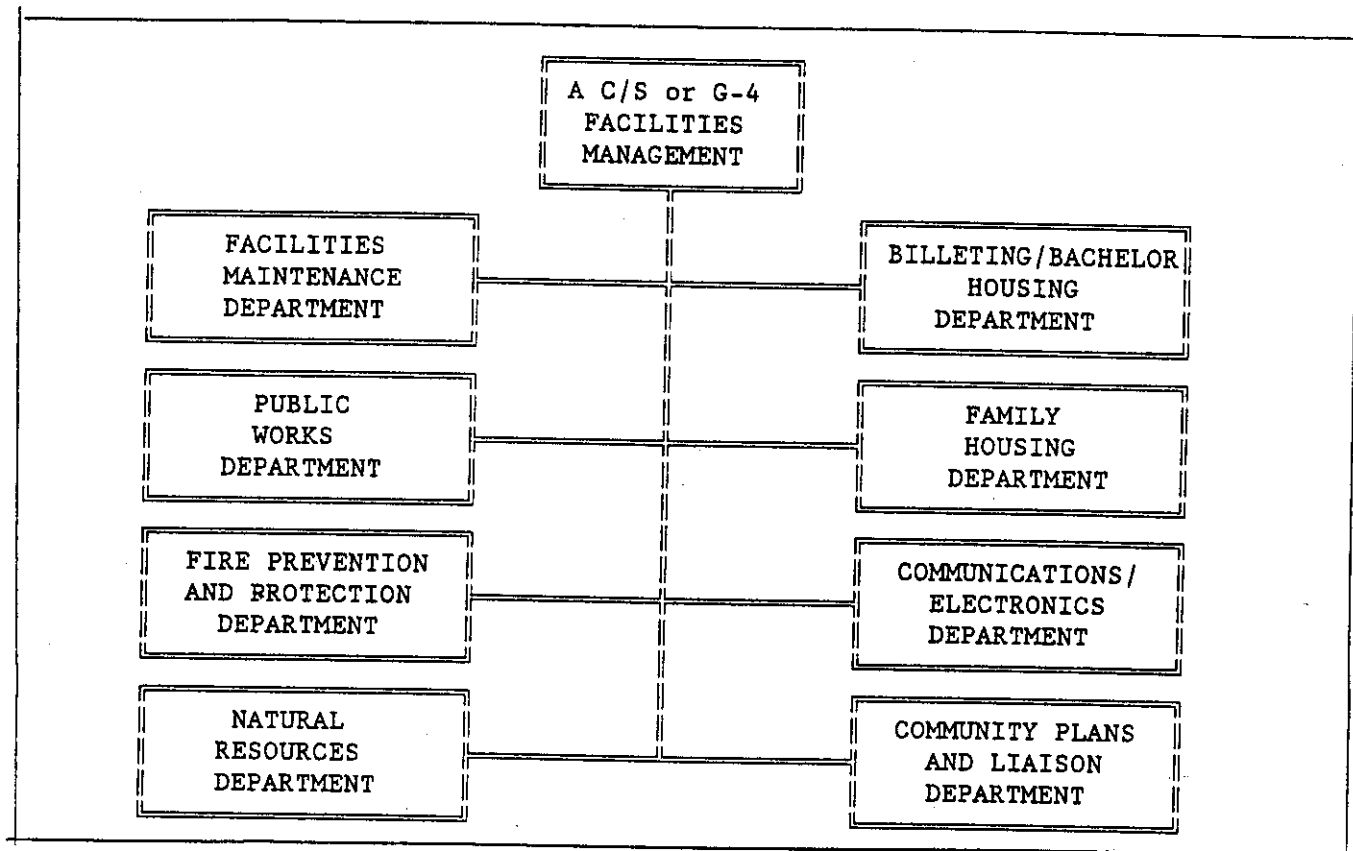


Figure 2-3.--Typical Facilities Management Organization.

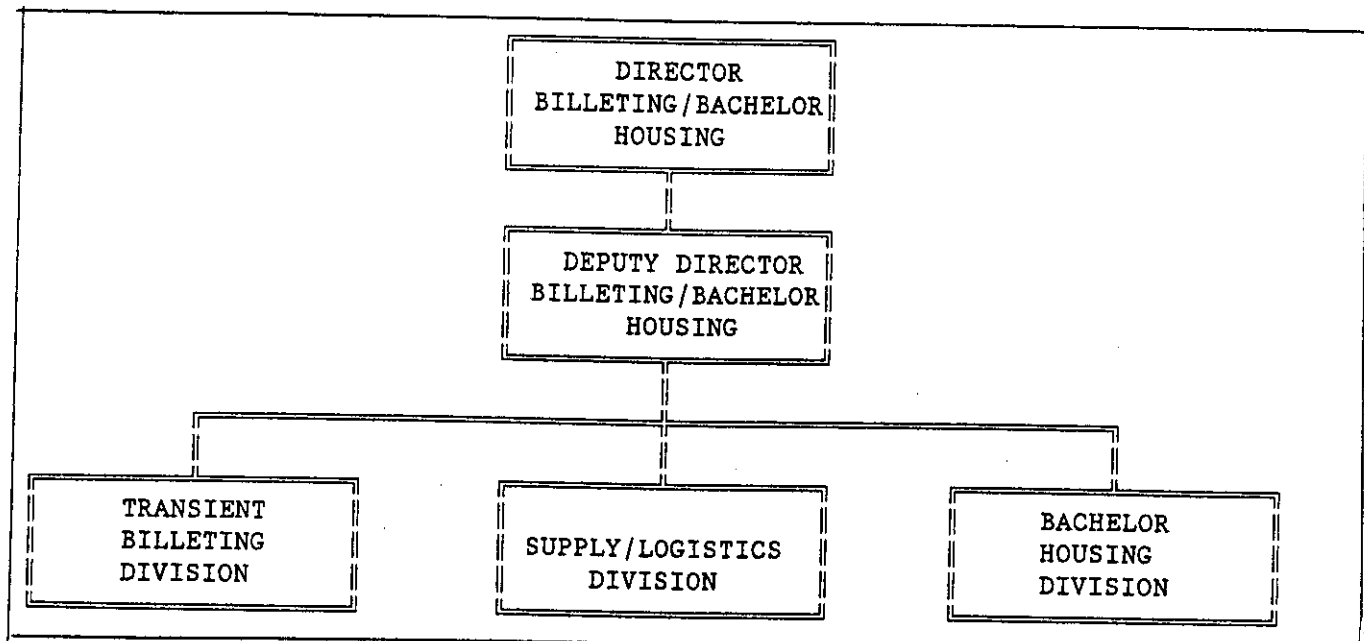


Figure 2-4.--Typical Billeting/Bachelor Housing Organization.

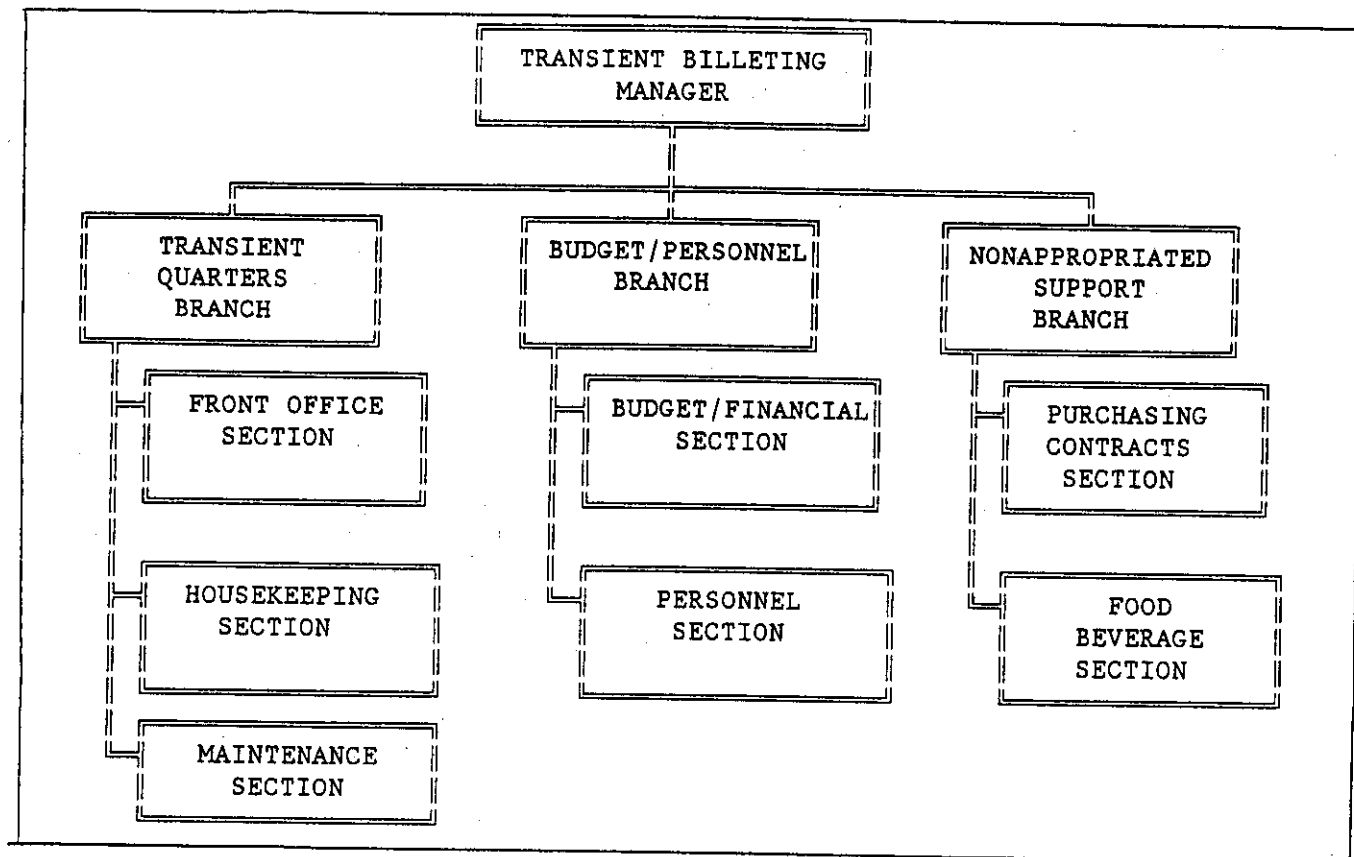


Figure 2-5.--Typical Transient Billeting Division.

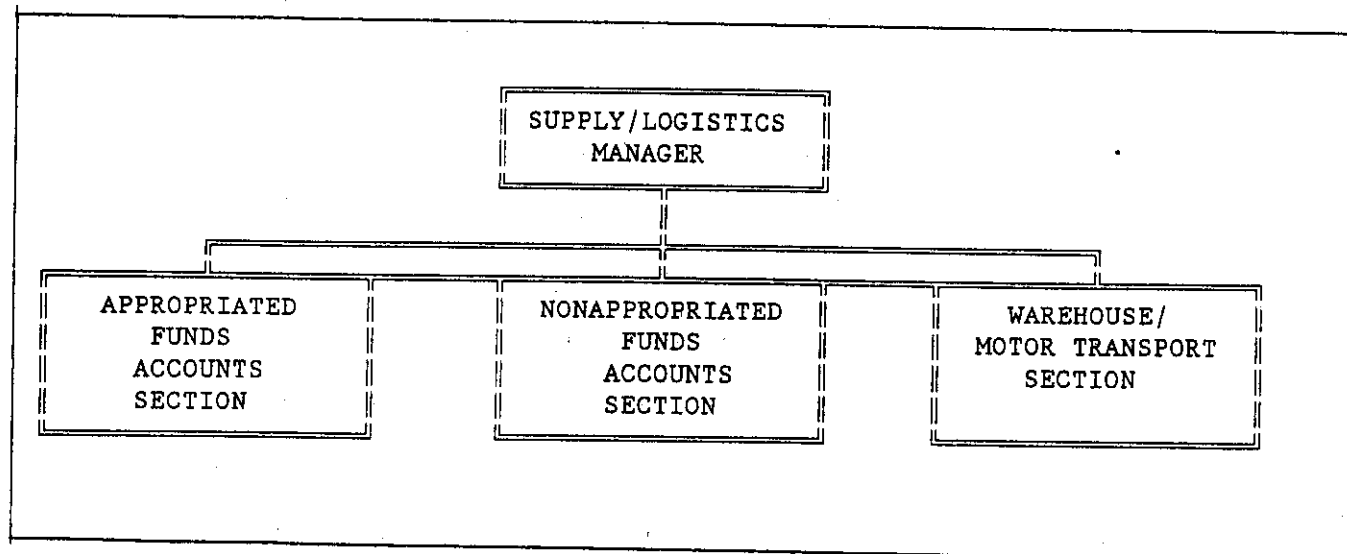


Figure 2-6.--Typical Supply/Logistics Division.

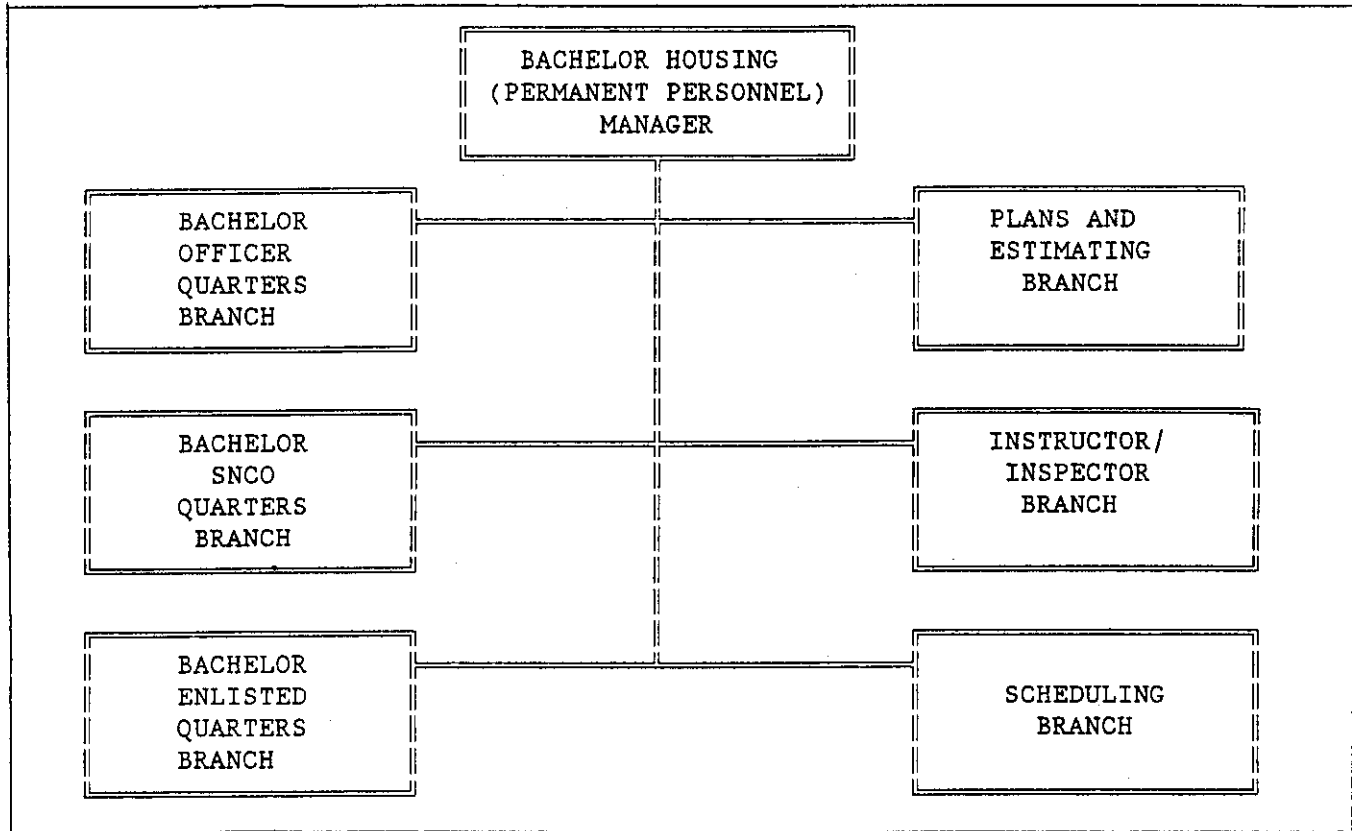


Figure 2-7.--Typical Bachelor Housing Division.

2. Director, Billeting/Bachelor Housing

a. In the chain of command, the Director, Billeting/Bachelor Housing should be responsible to the Assistant Chief of Staff, Facilities or G-4/S-4 for the centralized management of bachelor housing programs. The director, billeting/bachelor housing is responsible for the organization and overall administration of the bachelor housing assets and the NAF Billeting Fund. All or portions of bachelor housing assets may be centralized for assignments or termination of quarters or decentralized to the installation and tenant unit commanders with administrative reports, i.e., daily/monthly billeting occupancy/utilization reports submitted to the director, billeting/bachelor housing.

b. Where possible, to provide continuity, stability and professional housing management expertise, the billet should be a civil service employee (GS 1173 Housing Series) and classified at a grade comparable to the positions level of management responsibilities or equal to the family housing director. A sound housing management background with progressive housing staff management expertise is highly desirable.

c. If the director, billeting/bachelor housing is not a civil service employee, a military officer, captain or major, should be assigned on full-time basis. A strong management background is recommended to administer the bachelor housing programs, manage all bachelor housing assets and the NAF Billeting Fund.

3. Deputy Director, Billeting/Bachelor Housing

a. The deputy director performs the day-to-day responsibilities of the director, billeting/bachelor housing overseeing the total operations of the three major divisions and assumes full responsibility in the absence of the director.

b. To provide continuity and professional housing expertise, the billet should be a civil service employee (GS-1173 Housing Series) and classified at a grade comparable to the positions level of management responsibilities; or, a military officer (MOS 0402 or 1302) and have a background in either logistics or engineering.

4. Manager, Billeting Division

a. The manager, billeting division is responsible to the director, billeting/bachelor housing for the administration of all Nonappropriated Billeting Fund operations consisting of the Transient Quarters Branch, Nonappropriated Accounting/Personnel Branch and the Nonappropriated Support Branch. Management responsibilities include division matters pertaining to office management, including personnel administration; guest services; correspondence; maintaining records; coordinating budget estimates and budget preparation; billeting fund accounting work flow and reports.

b. The manager, billeting division should be designated as a nonappropriated or appropriated civilian billet (NAF UA-1173 series or Civil Service GS-1173 series) at a grade appropriate for the assigned responsibilities. The incumbent should have a well rounded background in business administration, financial management and/or housing/property management.

5. Manager, Transient Quarters Branch. The manager, transient quarters branch should be either an appropriated or nonappropriated civilian billet (NAF UA-1173 or Civil Service GS-1173 Series) at a grade appropriate for the assigned responsibilities. This billet is responsible to the manager, billeting division for all nonappropriated billeting fund transient quarters; including the distinguished guest quarters (DGQ), transient officer quarters (TOQ) and the transient enlisted quarters (TEQ) and all matters pertaining to the supervision and administration of the front desk office, reservations, housekeeping and maintenance. The functions of this billet shall include, but are not limited to:

a. Providing responsible officer for appropriated and nonappropriated property and plant account items assigned to the transient quarters branch.

- b. Maintaining transient quarters operations on a 24-hour, 7-day-a-week basis to process inbound and outbound PCS/TAD/TDY personnel.
- c. Performing civilian personnel administration.
- d. Receiving, counting and verifying all income revenue and reviewing Daily Activity Reports from the Front Office Section.
- e. Daily deposits of income revenue.
- f. Providing all financial accounting documents to the Nonappropriated Billeting Fund Accounting/Personnel Branch.
- g. Maintaining the Transient Quarters Change Fund, Petty Cash Fund and Reimbursement Fund.
- h. Maintaining statistical productivity indexes for transient quarters operations.
- i. Receiving, investigating, and resolving guest complaints.
- j. Conducting routine building and grounds maintenance inspections.
- k. Conducting transient quarters self-help maintenance projects.
- l. Annually preparing and submitting appropriated and nonappropriated budgetary requirements to support transient quarters operation.
- m. Maintaining 90-day reservations system for transient quarters, to include close coordination with the activity's protocol office for distinguished guest quarters (DGQ) assignments.
- n. Preparing and/or reviewing transient quarters related correspondence.
- o. Developing and conducting pre-service and in-service training programs for transient quarters staff personnel.
- p. Preparing, submitting and maintaining daily/monthly/annual occupancy and utilization rates of transient quarters.
- q. When deemed appropriate, preparing the nomination package for the Marine Corps Innkeeper Award on an annual basis (see appendix N).

6. Front Desk Personnel. The transient billeting facility front desk should be manned by nonappropriated billeting fund employees, such as reservation clerk, front desk clerks and duty managers sufficient in staffing to provide 24-hour operations 7-days-a-week. Functions shall include, but are not limited to:

- a. Establishing and maintaining a minimum 90-day reservations system for all transient quarters.
- b. Collecting and accounting functions for service and rental charge income revenue.
- c. Preparing and issuing quarters/messing endorsements for personnel with TAD orders.
- d. Preparing and issuing Certificates of Nonavailability for Quarters and Messing as required.
- e. Providing 24-hour, 7-days-a-week, transient quarters front desk checkin/checkout service.
- f. Initially handling all guest inquiries and complaints or referring the matter to the transient quarters manager.
- g. Providing duty and manager supervision of front desk clerks.
- h. Performing first-echelon vehicle maintenance.
- i. Performing civilian-personnel timekeeping and personnel actions.
- j. Conducting pre-service and in-service training.

7. Housekeepers. The housekeeping section should consist of nonappropriated billeting fund employees or Civil Service employees reimbursed by the billeting fund. The section shall include a housekeeper supervisor (nonappropriated supervisor (NS) 3566 series), a linen stock control handler (nonappropriated non-supervisory (NA) 3566 series), housekeeper leader(s)/room inspector(s) (nonappropriated leader (NL) 3566 series) and housekeepers (nonappropriated non-supervisory (NA) 3566 series) to provide daily housekeeper services for guests. The hospitality industry standard on the ratio of housekeepers to rooms is one (1) housekeeper per twelve (12) rooms per day and one (1) housekeeper leader/room inspector for up to twenty-four (24) rooms. Functions shall include but are not limited to:

- a. Providing daily housekeeping services for guests.
- b. Maintaining linen control, inventory issue, and replacement as required.
- c. Maintaining statistical productivity indexes of work performed.
- d. Reporting personnel support equipment damaged, missing or in need of replacement to the transient quarters manager or supply/logistics division.
- e. Reporting damaged or broken property noted in the transient quarters to the transient quarters manager for corrective action.

f. Performing civilian personnel administrative actions, preparing work schedules and timekeeping.

g. Performing in-house laundering of towels and linens or utilization of the base laundry or contracted laundry services.

h. Conducting pre-service and in-service housekeeper training.

i. Providing input for annual budgetary requirements to the Transient Quarters Manager for the Accounting Section, based on usage data.

j. Submitting requisitions, as required, for administrative and housekeeping supplies to the Supply/Logistics Division.

8. Maintenance Worker. Maintenance workers may be military, civil service or nonappropriated billeting fund employees who are responsible for the maintenance of transient quarters buildings, grounds, equipment and NAF vehicles. Responsibilities shall include:

a. Preventive maintenance inspections.

b. Self-help maintenance of buildings and grounds.

c. Preparing, submitting and maintaining both emergency and routine work requests to the facilities maintenance work reception desk for problems beyond self-help capability.

d. Maintaining work request logs and records to include individual room maintenance records.

e. Conducting first-echelon maintenance on tools, equipment, and NAF vehicles.

f. Maintaining 30-day supply of consumable maintenance items such as nails, screws, light bulbs, sink stoppers, faucet washers, toilet seats, flush valves, etc.

g. Providing input for annual budgetary requisitions to the transient quarters manager, based on usage data, for the Supply/Logistics Division. Submitting requisitions for maintenance supplies and equipment to the Supply/Logistics Division at the established reorder point of the 30-day inventory level.

h. Obtaining working parties, assignment of tasks, and supervision of same.

9. Manager, Bachelor Housing Management Division

a. The Manager, Bachelor Housing Management Division is responsible to the Director, Billeting/Bachelor Housing for the bachelor housing programs affecting the billeting of all permanently assigned bachelor personnel in the bachelor officer quarters, bachelor staff noncommissioned officer quarters, and bachelor enlisted quarters. Management responsibilities include:

(1) Direct centralized supervision and administration of the Bachelor Officer Quarters Branch and Bachelor SNCO Quarters Branch.

(2) Supervisory management of bachelor enlisted quarters under the control of tenant unit commanders for day-to-day administration.

(3) Annual review of the Facilities Support Requirements (FSR) Planning Document for the preparation and submission of the annual Bachelor Housing Requirements Estimate (BHRE). (See appendix L.) The BHRE uses data from the FSR Joint Uniform Military Pay System (JUMPS)/Manpower Management System (MMS), and the Facilities Planning Document (FPD) data base to determine if there is a requirement for construction of new bachelor housing facilities.

(4) Coordination with public works planners on bachelor housing construction projects; review of HQMC annual Facility Guidance Letter to include backup documents such as the DD Form 1391's (FY 19__ Military Construction Data) for all projects proposed in the current 5-year plan.

(5) Coordination with the Public Works Department and Facilities Maintenance Department on special programs affecting bachelor housing assets including Maintenance and Repair (M&R) Programs, the activities Annual Work Plan (AWP), Long Range Maintenance Plan (LRMP) and the Backlog of Maintenance and Repair (BMAR).

(6) Annual review of local directives affecting bachelor housing assets and operation, and updating as necessary.

(7) Command program management of bachelor BAQ applications and records of approval.

(8) Establishment and conduct of inspections for bachelor housing facilities and operations.

(9) Pre-service and in-service training of host and tenant unit bachelor housing managers/billeting officers.

(10) Review of contract specifications and drawings on proposed bachelor housing military construction projects, to include repair and improvement projects (M-1/R-1) and (M-2/R-2).

(11) Receives, reviews, verifies, and maintains monthly billeting utilization/occupancy reports from the host and tenant unit commanders. Provides annual budgetary input.

(12) Prepares all correspondence, messages and reports on bachelor housing matters required by higher headquarters.

b. The Manager, Bachelor Housing Management Division may be established as a military (MOS 1302) or civilian billet (GS-1173, Housing Series), and graded according to the assigned responsibilities. The incumbent should have a background or progressive experience in housing management, engineering, planning and estimating, or facilities inspection. Skills in developing SOW for contract specifications and ability to read and understand blueprint drawings are helpful.

10. Bachelor Officer Quarters Manager. BOQ's manager may be either military or civilian (GS-1173, Housing Series) responsible for the day-to-day administration of the BOQ for permanent personnel including, but is not limited to:

- a. Room assignments and terminations.
- b. Responsible officer for personnel support equipment, office equipment and plant account property.
- c. Receiving, investigating and resolving occupant complaints.
- d. Maintaining daily utilization, occupancy reports and statistical work productivity indexes.
- e. Conducting routine building and grounds maintenance inspection.
- f. Maintaining work request logbook/files.
- g. Initiating repair/improvement projects for the BOQ.
- h. Identifying and initiating self-help projects or submittal of work requests to the Facilities Maintenance Department.
- i. Maintaining key control accountability.
- j. Initiating requisitions for administrative and operational supplies to the Supply/Logistics Division.
- k. Annual prepares of input for the budgetary requirements.

11. Bachelor Staff NCO Quarters Manager. The bachelor SNCO quarters managers may be either military or civilian (GS-1173, Housing series) responsible for the day-to-day administration of the SNCO quarters for permanent personnel with the same functions noted above for BOQ operations.

12. BEQ's Manager. In the centralized mode of BEQ management, the BEQ manager may be either military or civilian (GS-1173, Housing series) and reports to the Manager, Bachelor Housing Management Division. In the decentralized mode, the BEQ manager should be military and report to his unit commander who has the delegated authority over day-to-day operation of assigned BEQ's. The functions are the same as noted above for the BOQ manager.

13. Manager, Planning, and Estimates Branch

a. The Manager, Planning and Estimates Branch, reports to the Manager, Bachelor Housing Management Division and is responsible for coordination with the Public Works Department Planner, Facilities Maintenance Department Planner, and the installation and tenant unit commanders on all MCON, repair and improvement projects affecting the command's bachelor housing assets. Responsibilities include the development of long-range maintenance plans; annual and quarterly work programs; inspection of real property; requesting arrangements for contractual services; screening and classifying all "in-house" work requests, including emergency and service-type work; and determining the need for engineering advice and assistance. The branch is also responsible for recommending work accomplishment by contract when a facility project exceeds the commander's approval authority or when the scope of work exceeds in-house capability.

b. The head of this branch may be established as a military or civilian billet and graded according to the assigned responsibilities.

14. Instructor/Inspector

a. A minimum of two instructor/inspectors should be assigned to this branch and be responsible to the Manager, Bachelor Housing Management Division for providing both pre-service and in-service instruction to all BOQ/BEQ managers for the proper administration and operational procedures of BOQ/BEQ management in order to protect the Marine Corps high dollar investment of new BOQ/BEQ facilities and ensuring a trained work force is available for unit commanders. Besides providing training, this branch is responsible for establishing, conducting and maintaining an inspection schedule of all BOQ/BEQ facilities to ensure that trained managers are complying with this directive, as well as local directives pertaining to BOQ/BEQ Management practices and to advise unit commanders of needed corrective action.

b. The billets may be either military or civilian personnel (GS-1173 housing series) with formal training and/or managerial background/experience for instruction and inspecting of bachelor housing facilities.

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CHAPTER 2

SECTION 3: MAINTENANCE AND SELF-HELP PROGRAM

2300. GENERAL INFORMATION. Bachelor housing management will provide adequate accommodations, protect the facilities from deterioration, and employ the most economical means available to accomplish required maintenance. The activity commander is responsible for ensuring that proper maintenance planning is accomplished through the Public Works and Facilities Departments per this Manual and MCO P11000.7.

2301. CLASSIFICATION OF MAINTENANCE AND REPAIR. A clear line of demarcation cannot always be drawn between maintenance and repair. As a general rule, maintenance is work intended to prevent or correct wear and tear in order to forestall replacement; repair is work to replace constituent parts of a facility. Complete replacement of a facility constitutes construction work.

2302. MAINTENANCE EQUIPMENT

1. The following types of custodial maintenance equipment may be provided for use in and around bachelor quarters.
 - a. Vacuum cleaners.
 - b. Buffers.
 - c. Rug cleaners.
 - d. Any other equipment deemed necessary for the cleaning and upkeep of bachelor quarters.
2. The bachelor housing manager is responsible for all maintenance equipment and for maintaining a record/inventory of all such equipment.

2303. MAINTENANCE CONTROL PROCEDURES

1. The bachelor housing manager is responsible for compiling, prioritizing, and reporting trouble calls/maintenance problems on a daily basis. Trouble calls may be initiated by any person discovering a discrepancy, whether a resident, staff member, or inspecting officer. Maintenance discrepancies should be promptly reported to the bachelor housing manager or designee thereof; e.g., police sergeant.
2. Upon notification of the problem, the bachelor housing manager will determine if the bachelor housing staff can handle the problem. Emergency maintenance problems will be immediately reported by telephone to the

appropriate activity maintenance trouble desk. All discrepancies, whether routine or emergency, will be promptly recorded in a maintenance logbook.

3. A maintenance logbook will be maintained as a master file of all trouble calls as they occur. For those problems beyond the capability of the bachelor housing manager, the following action will be taken:

a. Report the problem to the activity maintenance trouble desk on the day it is discovered.

b. Obtain the job order number or work request number and record it in the maintenance logbook.

c. Coordinate with activity maintenance on the estimated time necessary to respond to and fix the problem.

d. Follow up with appropriate personnel if the problem is not fixed by the estimated completion date.

4. Maintenance logbooks will be retained for at least 1 year. A sample maintenance logbook format is provided in figure 2-8.

2304. SELF-HELP PROGRAM

1. The self-help program is limited to tasks normally undertaken by a prudent tenant and requiring minimum skills and simple handtools.

2. All self-help work shall be per locally established policy. Tasks in this category include, but are not limited to, adjusting building hardware, painting, freeing minor plumbing stoppages, and trimming grass. Locally established procedures for authorizing the drawing of materials against standing job orders shall be followed.

3. Qualified facilities maintenance department personnel shall provide technical guidance and supervision for all self-help tasks authorized by job orders. Personnel may be trained to perform self-help tasks.

4. Activity/tenant commanders are encouraged to conduct a self-help program as a means of reducing maintenance costs and enhancing the appearance of bachelor quarters. The program may be conducted to the extent that it will neither adversely affect military duty assignments nor curtail or otherwise unfavorably affect the regularly assigned civilian maintenance complement. Self-help projects may include:

a. Maintenance and repair of barracks including door hardware and screen replacement, minor plumbing repairs, glass repair, and drywall patching.

- b. Grounds maintenance and improvement such as grass cutting, bush pruning, tree trimming, and shrub replacement.
- c. Improvement of recreational facilities.
- d. Repair of storage facilities and related structures.
- e. Light bulb and globe replacement.
- f. Interior sanding and painting.

Bldg. No.	Room No.	Date	Description of Problem	Work Req No.	Follow-up Action	Date Complete

Figure 2-8.--Sample Maintenance Logbook Format.

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CHAPTER 2

SECTION 4: LEASING

2400. BACKGROUND

1. Authority for the Secretary of the Navy to lease lodging accommodation for bachelor military personnel comes from 20 U.S.C. 7571(a).
2. The Secretary of the Navy authorizes the CMC to acquire real property by lease (Marine Corps leases only) and, therefore, to renew, extend, or otherwise administer such leases, up to \$100,000 in any given case.
3. Leases/contracts are executed for the Marine Corps by the appropriate Engineering Field Division (EFD) of the Naval Facilities Engineering Command (NAVFACENGCOM).

2401. LEASE EXECUTION

1. Policy. Leasing of bachelor quarters is authorized, subject to the following conditions:
 - a. When it has been determined that bachelor quarters under the control of the Marine Corps are not available to satisfy the requirement.
 - b. When no suitable facilities under the control of the DoD or other Federal agencies are reasonably available for use by the Marine Corps on an individual assignment, permit, or joint-use basis.
 - c. When leasing offers demonstrated cost or operational benefits over alternative billeting arrangements.
2. Guidance
 - a. The BAQ of the occupant will be forfeited during the period that leased quarters are occupied, except in the case of divorced/legally-separated personnel for whom accommodations have been leased and who are receiving BAQ and VHA in order to provide dependent support.
 - b. Ordinarily, leased bachelor housing will be provided for PCS enlisted only.
 - c. Leasing of lodging accommodations for personnel in a duty transient status (temporary duty and temporary additional duty (TAD)) is authorized, subject to the conditions contained in paragraph 2401.1, and when a demonstrated savings over per diem cost will be realized.

d. Bachelor personnel who change their status while occupying leased quarters become ineligible for leased quarters as of the day prior to the status change. The lease will also be canceled as of the day prior to the status change.

3. Action

a. The Commanding Generals of the 4th Marine Division and 4th Marine Corps Aircraft Wing; directors of the Marine Corps districts; Director of Central Design and Programming Activities (CDPA); and Commanding Officer, Marine Corps Finance Center, are authorized to obtain leases for lodging accommodations for active duty personnel within the policy and guidance established in paragraphs 2401.1 and 2401.2, and the general criteria and procedures provided in paragraphs 2402 and 2403 of this chapter.

b. Activity commanders are not authorized to lease bachelor quarters without approval of the CMC (LF).

2402. GENERAL LEASING CRITERIA. The following general criteria shall apply to all leased accommodations for bachelor military personnel:

1. The leased unit must be a complete dwelling with private entrance and bath for the sole use of the occupants. The unit must be well-constructed, in a good state of repair, and provided with utilities appropriate to the locale. The unit may be furnished. Unfurnished units may be leased when the responsible commander determines that the intended occupant has sufficient personal furniture to support their needs.

2. In all cases, leased quarters must meet the same MSA as prescribed for Government-owned quarters in paragraph 2106. Kitchen facilities will be included as part of the accommodations, and basic allowance for subsistence (BAS) will normally be authorized for bachelor military personnel utilizing the facilities. Multiple occupancy, two or more persons of the same sex, per leased unit, is permissible so long as the MSA is adhered to.

3. The leased accommodations are to be located within reasonable travel time from residence to duty location (60 minutes during rush hour). The area where the leased units are located should be serviced by local transportation.

4. The unit(s) to be leased should meet acceptable standards for health and sanitation.

5. Mobile homes are normally considered to be inadequate accommodations.

2403. LEASING PROCEDURES. The following general procedures shall apply to all leasing for bachelor quarters:

1. Leased units supplement Government-owned quarters with respect to their assignment to individuals.

2. The terms of the lease shall include the right of the Government to inspect the lodging units periodically for deficiencies.
3. The lease must contain a 30-day cancellation clause in favor of the Government. The lease shall be restricted to the fiscal year within which it is executed. However, the lease should provide for optional extension or renewal.
4. The rental rate in any lease or service contract will not exceed the actual commercial rental value to the general public. The rent charged by the lessor will defray all costs of utilities except telephone. No utility or other charges, except telephone, will be paid by the lessee (the U.S. Government) or assigned occupant.
5. The individuals who are to occupy the unit(s) will not be named in the lease or service contract.
6. The lease or contract will describe the premises and will specify the number of rooms contained therein.
7. It is recommended that smoke detectors be located in leased quarters. If the smoke detectors are furnished by the Government, they should be retained by the Government when the lease is canceled.
8. Housing referral services of military installations may be used in locating potential leased accommodations.

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CHAPTER 2

SECTION 5: TRANSIENT QUARTERS MANAGEMENT

2500. GOVERNMENT TRANSIENT QUARTERS. Transient quarters are operated primarily to provide a service to duty transient personnel and TAD students, and to conserve appropriated funds through reduced per diem payments.

1. Sufficient quarters shall be set aside to accommodate TAD transient personnel. Housing utilization reports should be reviewed periodically and inventory adjustments made, as necessary, to attain the optimum mix of housing for permanent party personnel and TAD transients. Certificates of nonavailability may not be issued to duty transients, either military or civilian, when adequate housing is available. When designated transient quarters are fully occupied, transients may voluntarily occupy permanent party quarters. TAD transients will be assessed no charge for use of permanent party quarters unless billeting fund services are extended to those quarters.

a. The following personnel are entitled to designated transient quarters on a confirmed reservation basis:

- (1) Military personnel and DoD civilians on TAD orders.
- (2) American Red Cross and Navy Relief Society officers or employees on official business.
- (3) U.S. and foreign civilians traveling as guests of the Armed Forces.
- (4) Reserve personnel in a TAD status, unit training status, and annual trainees on individual orders.
- (5) TAD foreign nationals or foreign military trainees engaged in or sponsored by military assistance or similar training programs unless prohibited by the Status of Forces Agreement (SOFA).
- (6) Family members on medical TAD orders.
- (7) Military personnel, and/or their family members, arriving at or departing from overseas installations on PCS orders when TLF or permanent housing is not immediately available.
- (8) Official guests of the activity commander. (Guest speakers, visiting civilian chaplains, etc.)

b. The following personnel may occupy designated transient quarters on a space-available basis.

- (1) Retirees, military personnel on leave, family members or guests of military personnel assigned to the activity if TLF space is not available.

(2) DoD civilian employees and their families arriving or departing incident to PCS when TLF's are not available.

(3) Personal guests of the activity commander.

c. For personnel who are neither on TAD nor traveling as guests of the Armed Forces, the maximum period for occupying transient quarters is 30 days. The 30-day limit may be waived by the activity commander on a case-by-case basis for reasons of military necessity or personal hardship.

2. An advance reservation system will be established which will enable personnel to determine the availability of adequate Government quarters at the TAD site. The system must be capable of providing at least 30 days advance notice of non-availability of quarters to ensure that the traveler has sufficient time to make other arrangements for lodging prior to arrival. If circumstances preclude requesting reservations in advance, the traveler will report to the billeting office for assignment to available accommodations, unless the traveler's orders direct otherwise. Since travelers are required to submit a certificate of nonavailability of Government quarters for reimbursement, billeting office procedures will require recordkeeping of advance requests which could not be accommodated in order that orders may be appropriately endorsed upon arrival of the traveler. Reservations shall be accepted only when accommodations can be made available for the entire temporary duty period.

2501. USE OF FAMILY HOUSING. Housing under the cognizance of the Family Housing Management Account will not be used for transient quarters, except when temporary diversion has been authorized by the CMC (LFF).

2502. NONDUTY TRANSIENTS. Nonduty transients may be accommodated on a space-available basis only. Nonduty transients shall be advised at the time of registration that occupancy is strictly on a day-to-day, space-available basis and that they must vacate no later than the following day if the quarters are required for duty transients.

2503. FACILITIES, SERVICES, AND SUPPLIES. As a minimum, transient quarters should provide the same facilities, services, and supplies which would ordinarily be provided a permanent BOQ/BEQ resident of the same grade. Transient units should be considered adequate only when meal facilities (Government or commercial) are available within a reasonable walking distance or when transportation is provided.

1. The following services and supplies are required in all units used for transient personnel:

- a. Twenty-four-hour check-in and check-out service.
- b. Twenty-four-hour wake-up service, or issue of an alarm clock.

c. Custodial service in all common-use areas.

d. Daily maid service including bed making, cleaning the bathroom, emptying the trash containers and ash trays, dusting, vacuuming, and replacement of towel, washcloth, and drinking glass.

e. Change of bed linens when guests have departed or at least weekly for long term guests.

f. At least one towel, washcloth, bar of soap, and drinking glass per person.

g. Lock and key for doors to all separate units and, inside/outside locks or latches on all bathroom facilities between rooms.

2. The following standards are established as the minimum amount of furnishings for individual transient quarters to assure a comfortable living space comparable to a commercial hotel/motel:

<u>Item</u>	<u>Quantity</u>	<u>Basis of Issue</u>
Ash tray	1	per unit
Basket, wastepaper	1	per room
Bath mat, cloth	1	per bathroom
Bathroom shelf space (20-inch minimum or vanity)	1	per bathroom
Bedspread	1	per bed
Bed (with spring and mattress)	1	per person
Blanket	1	per bed (extras as required by local climate)
Chair, easy	1	per unit
Chair, desk	1	per desk
Clock radio	1	per unit
Closet space or wardrobe	1	per person
Clothes hangers	12	per person
Coffeemaker	1	per unit
Cover, mattress	1	per mattress
Cover, pillow	1	per pillow
Desk or desk/chest unit	1	per unit
Dresser or chest of drawers	1	per unit
Electric outlet near bathroom mirror	1	per bathroom
Lamp, table	1	per night table
Lamp, desk	1	per desk
Lamp, floor	1	per unit
Mirror (full length)	1	per unit
Mirror (well-lighted)	1	per bathroom
Pad, mattress	1	per bed
Pictures, framed	2	per unit
Pillow, bed	1	per bed

<u>Item</u>	<u>Quantity</u>	<u>Basis of Issue</u>
Pillowcase	1	per pillow
Rack, luggage	1	per unit
Refrigerator	1	per unit
Rug	1	per room, reasonable coverage
Sheet, bed	2	per bed
Shower curtain	1	per bathroom
Table, night	1	per bed
Telephone	1	per room
Television, color	1	per unit
Towel rack	1	per person
Window coverings: shades, blinds or drapes	1	per window

2504. TRANSIENT AIRCREW QUARTERS. When the average daily volume of transient aircrews warrants specific quarters, Marine Corps air stations may designate aircrew quarters to meet requirements for minimum ground time and uninterrupted rest. Such quarters must be available for all transient aircrew personnel regardless of the parent organization or service. Any duty transient personnel may be assigned to these quarters when other transient facilities are full or otherwise not available. Certificates of nonavailability will not normally be issued until all transient facilities, including transient aircrew quarters, are full. Aircrew quarters are operated as part of the transient activity without separate accounting procedures.

2505. CERTIFICATES OF NONAVAILABILITY OF QUARTERS

1. Certificates of nonavailability of quarters or endorsement of orders are provided when adequate Government transient quarters (owned or contracted) are not available for military and DoD civilian personnel on TAD orders. Personnel are not provided with certificates when they occupy inadequate Government quarters voluntarily, or involuntarily due to military necessity. A certificate of nonavailability should be provided to personnel who elect to use an MWR managed transient lodging facility "hostess house" when adequate Government transient bachelor quarters are not available. MWR managed transient lodging facilities are not considered "Government quarters" for purposes of computing pay and allowances and their use is always on a voluntary basis.

2. A certificate of nonavailability should be provided when quarters are available but are impractical for use for special reasons. The billeting office should indicate the reason that available quarters cannot be used when providing certificates of nonavailability.

a. Lack of transportation.

- b. Excessive distance between the meal facility and place of lodging or place of duty, which would be lessened by use of off-base housing.
3. If unique or specialized billeting requirements are requested by an individual or by a person in charge of a crew, team or a group traveling together, and no statement to support this request is contained in the travel orders, certificates will not be provided if adequate quarters are available.
4. Postdated certificates of nonavailability may be furnished to travelers who failed to obtain certificates prior to departure from the activity, if in fact adequate quarters were not available.

2506. CONTRACT TRANSIENT QUARTERS. The use of contract transient quarters may occasionally reduce per diem expenses for official duty TAD personnel when on-base quarters are not available. Activity commanders should be aware that contracting for transient quarters is an available option; and they should budget for demand-type contracts for off-base commercial quarters whenever the daily per person cost is less than the average cost of lodging payable under the JTR.

1. Contracting. Contract transient quarters are obtained through the local purchasing and contracting officer. Representatives of the activity commander, including the bachelor housing officer, a medical officer or environmental health inspector, and the contracting officer should initially visit establishments being considered for contract award to ensure the following:

- a. Quarters meet the minimum standards of adequacy contained in paragraph 2106, and the applicable public health/environmental standards.
- b. Adequate meal facilities are available during reasonable hours for three meals a day, within a reasonable walking distance or with transportation provided.
- c. Commercial transportation, laundry facilities, and entertainment are reasonably available to occupants.

2. Eligibility and Funding. Use of contract transient quarters is restricted to the following personnel:

- a. Active duty and Reserve military personnel and DoD civilian personnel participating in Joint-Chiefs-of-Staff-directed exercises, and Federally Mobilized Reserve Personnel. Funding is the responsibility of the host installation.
- b. Inactive Reserve transient personnel traveling on funded TAD orders. Funding is the responsibility of the commander who issued the orders. Such personnel are assigned to quarters only when the parent Reserve organization has made advance arrangements with the appropriate billeting office for reimbursement of expenses and has identified, by name, those personnel to be billeted.

c. Active duty military and DoD civilians traveling on funded TAD orders. Funding is the responsibility of the commander who issued the orders. These personnel will be eligible only when the parent command has provided the appropriate billeting office with a fund citation authority in advance of the TAD.

3. Utilization

a. Contract quarters are used only when all transient quarters are fully occupied by other duty transients. If nonduty transients are occupying on-base transient quarters, they are required to vacate not later than the following day to accommodate the billeting requirements of duty transients. Once billeted in contract transient quarters, transient personnel should not be required to move to on-base quarters unless they are on an extended period of TAD (one week or more remaining on their scheduled duty) and only when they can be accommodated on base for the entire period remaining on their scheduled TAD.

b. The activity commander is responsible for the following:

(1) Budget and control of operations and maintenance funds for contract transient quarters.

(2) Assignments and terminations of eligible personnel.

(3) Recordkeeping sufficient to validate the accuracy of contractor billings.

(4) Periodic review of contract quarters utilization records to ensure that contract quarters are used only when on-base assets are not available.

2507. FINANCIAL MANAGEMENT OF TRANSIENT QUARTERS. The administration of bachelor transient quarters is a command function supported with appropriated funds. A "billeting fund" is a Nonappropriated Fund Instrumentality (NAFI) established to augment and enhance the transient billeting services provided by an activity. Its primary purpose is to buy goods and services that cannot be purchased with appropriated funds. This paragraph provides guidance for the administration of a NAFI billeting fund. Refer also to the MWR Policy Manual, MCO P1700.27 for additional guidance applicable to all USMC nonappropriated funds (NAF).

1. Each activity commander will establish and administer a NAFI billeting fund for receiving and disbursing monies collected through approved service charges. Requests for exception to this policy require approval by the CMC (LFF).

2. Due to the broad scope and complexity of Marine Corps billeting funds, activity commanders are granted broad authority to determine how to best accomplish billeting fund accounting within the guidance contained in NAVSO P-3520, Financial Management Policies and Procedures for Morale, Welfare and Recreation Programs. Commanders with large billeting funds are encouraged to

take advantage of the efficiencies to be gained from requiring their billeting fund on a reimbursable basis. However, under no circumstances will a billeting fund be established as merely as subaccount to another fund. A billeting fund will always be established as a separate NAFI.

3. NAVSO P-3520, Financial Management Policies and Procedures for Morale, Welfare and Recreation Programs, prohibit appointment of, as a manager or custodian of nonappropriated funds, any individual who is responsible for either the receipt or disbursement of appropriated funds. Accordingly, staff cognizance over and responsibility for administration of the billeting fund shall not rest with the local appropriated fund fiscal officer/comptroller. A separate individual, normally under the cognizance of the AC/S, Facilities or the G-4, will be appointed as custodian to administer the fund.

4. Billeting funds will operate as self-sustaining, NAF fiscal entities established to provide services to eligible personnel and, as such, are instrumentalities of the U.S. Government. They will operate under official regulations issued by the CMC and are subject to the following restrictions:

a. Billeting funds shall not be operated for the financial profit of any person or group or combination of persons.

b. No individual shall have any financial interest or right, in any manner whatsoever, in the operation of a fund.

c. The CMC is successor in interest to any disestablished billeting fund.

d. Billeting funds will not be contributed, loaned, or transferred to other nonappropriated or appropriated fund instrumentalities.

2508. BILLETING FUND ADMINISTRATION. Billeting funds shall be administered and accounted for per NAVSO P-3520 and SECNAVINST 7000.23.

1. The billeting fund will be administered as a separate financial entity to serve as a depository for money collected from appropriate charges. Management Program Code 821 will be used to identify bachelor transient quarters, and does not include temporary lodging facilities.

2. Subaccounts measure revenue derived from and expenses incurred by elements of an operation and the financial impact of each on the overall performance of the fund. Separate financial statements are not required for each subaccount. Authorized subaccounts for billeting funds are:

a. Distinguished guest quarters.

b. Transient officer quarters.

c. Transient enlisted quarters.

d. Permanent party quarters.

3. The financial goal of the billeting fund is overall self-sufficiency and not profit generation. Sufficient revenue should be generated by the billeting fund to provide for direct operating expenses, administrative overhead expenses, training of NAFI employees, and acquisition/replacement of capital assets either not authorized or not available from appropriated funds. Sufficient reserves may be generated in a 5-year financial program for major capital expenditures not authorized by or available from appropriated funds.

4. Activity commanders shall monitor the operation of the billeting fund and adjust service charges, as necessary, to preclude either insufficient or excessive funds. Normally, rates will be adjusted at the end of each fiscal year based on an analysis of the billeting fund's financial statements from the previous year. A proposed rate schedule will be included as a display in the annual billeting fund budget submission. CMC approval is required when service charges exceed the rate guidelines provided in paragraph 2509.2.

5. In all cases involving suspected misappropriation, larceny, fraud, or robbery, the activity commander shall request an investigation by the Naval Investigative Service.

2509. BILLETING FUND REVENUES

1. Service Charge Policy. The activity commander shall ensure that service charges are collected to generate revenue necessary to meet expenses and reserves. Service charges are established to pay for maid services, supplies (except cleaning supplies), enhanced amenities and other nonappropriated costs incident to the operation of the transient quarters. Where no service is provided, either maid service or enhanced amenities, no charge may be levied. Service charges will not be used as a means of collecting rent or recouping BAQ. Activity commanders shall ensure that all transients are informed of the service charge rates. A schedule of established service charges shall be posted in a prominent place. Figure 2-9 provides a list of personnel required to pay service charges. Service charges may be collected in advance.

2. Rates. As a general rule, service charge rates should be commensurate with the level of service provided. Service charges in excess of the guidelines listed below require specific written approval from the CMC.

Enlisted Quarters:	\$15.00
Officer Quarters:	\$20.00
Distinguished Guest:	\$30.00

a. Permanent Party Bachelor Housing Residents. Service charges for permanent party residents shall be established at the minimum amount necessary

to pay for elected maid service within the confines of their personal living spaces. Permanent party residents, including geographical bachelors, have the option to clean their own living area and not pay a service charge for maid service. Activity commanders shall require inspections of quarters to ensure that proper standards of cleanliness are maintained. These inspections should be held in conjunction with other facility inspections to the maximum extent practicable. If a member does not maintain assigned quarters in an acceptable manner, appropriate action should be taken, to include the mandatory use of maid service.

b. Official Duty/Transient Personnel. Service charges will be levied on military and civilian personnel on TAD orders. The original orders of transient personnel shall be endorsed indicating the number of consecutive days and inclusive dates of residence in transient quarters and the amount of the service charge paid. Transient personnel on official duty who are not authorized per diem allowance for lodging must personally bear the service charge expense.

c. Unit Deployment Program (UDP). Service charges for unit deployment personnel will be commensurate with the level of service provided by the billeting fund, but will not exceed the guidelines of paragraph 2509.2 without specific written authority from the CMC.

d. Reserve Components. Members of the Marine Corps Reserve or the Reserve components of other Armed Services performing active duty training or inactive duty training shall be required to pay service charges commensurate with the level of service provided by the billeting fund. Members belonging to mobilization (volunteer) units should be billeted in permanent party quarters where they will not be required to pay service charges unless maid service is elected. If orders read "No pay or quarters allowance," members should be billeted in permanent party quarters unless they elect to reside in transient quarters at their own expense.

e. Midshipmen/Cadets. Naval Reserve Officer Training Corps (NROTC) midshipmen, U.S. Naval Academy midshipmen, Coast Guard midshipmen, West Point cadets and Air Force Academy cadets shall be required to pay service charges commensurate with the level of service provided by the billeting fund. The following service charge billing procedures shall be observed:

(1) The cost of services provided to NROTC midshipmen undergoing training shall be charged to the Chief of Naval Education and Training, Reserve Personnel (Navy funds), as reimbursement to the appropriate billeting fund.

(2) Service academy midshipmen and cadets receiving per diem shall be required to pay service charges directly to the billeting fund.

(3) For midshipmen and cadets not receiving per diem, the cost of services provided shall be billed to the superintendent of the appropriate service academy.

f. Foreign Military Members. Members of foreign military service shall pay service charges commensurate with the level of service provided by the billeting fund.

2510. BILLETING FUND EXPENSES

1. With the exception of labor costs for maid service and costs incident to operating transient quarters, all other operation and administration costs will be supported by appropriated funds as provided by NAVCOMPT Manual, Volume 7. Administrative services and supplies, equipment and supplies for cleaning and maintenance, procurement of room linens and equipment, laundry and dry cleaning costs are appropriated fund expenses.

2. Maid and Custodial Services

a. Custodial service in common-use areas such as offices, hallways, lobbies, dayrooms, gamerooms, lounges, and laundry rooms is an appropriated fund expense. Maid service within the confines of individual personal living areas is a nonappropriated fund expense.

b. Maid and custodial services for permanent party personnel and transients may be provided by:

(1) NAF civilian employees. (The NAFI must be reimbursed from appropriated funds for custodial service in common-use areas.)

(2) NAF financed contract cleaning service. (The NAFI must be reimbursed from appropriated funds for custodial service in common-use areas.)

(3) Appropriated fund civilian employees. (U.S. Treasury must be reimbursed by the NAFI for maid service in personal living spaces.)

(4) Appropriated fund financed contract cleaning service. (U.S. Treasury must be reimbursed by the NAFI for maid service in personal living spaces.)

(5) If custodial workers are local club system NAF employees, employer's share of retirement and insurance costs will be reimbursed to the Marine Corps Morale Support Fund, CMC (MSF).

c. Under no circumstances will enlisted personnel perform janitorial services unless the services are performed voluntarily as appropriately compensated off-duty employment.

3. Laundry and Dry-Cleaning Services. Government-owned room linens and furnishings will be procured, laundered or dry-cleaned with appropriated funds.

The terms "room linens" and "furnishings" include bed linens, towels, washcloths, bathmats, shower curtains, drapes, blankets, rugs, and similar items used in conjunction with outfitting living spaces.

4. Labor. Activities should rely on regular part-time and intermittent part-time personnel to minimize labor costs. NAFI employees who provide maid and custodial services are governed by NAFI personnel regulations and their wages are based on the DoD area wage surveys. Where possible, to reduce recordkeeping expenses, billeting fund managers should investigate the feasibility of purchasing labor services from other NAFI's. In such cases, expenses for NAFI personnel (to include insurance, retirement benefits and Federal Insurance Contribution Act (FICA), etc.) will be reimbursed to the proper NAFI.

5. Improvements to Transient Quarters

a. In recognition of budgetary, manpower, and facility limitations, this Manual stipulates only those minimum requirements and services to be provided to transient personnel and the MWR Policy Manual, MCO P1700.27. Activity commanders are encouraged to reasonably exceed these minimums within local capabilities.

b. Appropriated funds should be used to the maximum extent possible to improve transient quarters. When appropriated funds are not authorized or not available, nonappropriated funds may be used. Routine operation and maintenance of transient billeting facilities is an appropriated fund expense and the activity commander is responsible for budgeting sufficient appropriated funds to support the transient billeting mission.

c. All major modernization, construction, improvement, and repair projects, including furniture procurement/replacement and landscaping should be identified and listed on a construction DD Form 1391 (FY 19__ Military Construction Project Data). Additionally, the DD Form 1391 should reflect not only the scope of the intended project but list any previous work accomplished within the last 18 months. The scope of such projects should be sufficient to preclude the need for similar work for at least 18 months.

d. Billeting funds are not intended for use in major construction or alterations. Proposals for such projects should be critically reviewed on a case-by-case basis by the activity commander and forwarded to the CMC (LFF) for approval.

2511. BUDGETS AND FINANCIAL STATEMENTS

1. Annual NAFI budgets are to be prepared per NAVSO P-3520, chapter II. The billeting fund budget will include:

- a. An operating budget.
- b. A cash flow budget.
- c. A balance sheet projection.
- d. A 5-year projected capital expenditure budget.
- e. A proposed schedule of service charge rates for the budget year.

The completed budget, reviewed and approved by the activity commander, should be on file at the activity and available for audit and review not later than 1 September of the preceding year. A copy of the budget, approved by the activity commander, will be provided to the CMC (LFF) for information.

2. Annual billeting fund financial statements will be completed and copies forwarded to the local NAFI auditor and the CMC (LFF), to arrive not later than 1 November. The financial statements should include:

- a. A Balance Sheet.
- b. Statement of Reconciliation of Net Worth.
- c. Income and Expense Statement.
- d. Appropriated Fund Support Summary (Schedule A to the Income and Expense Statement).
- e. Funds Invested/Validated Commitments Report.

3. Quarterly billeting fund financial statements will be prepared and will display the budgeted amounts, actual amounts, and the variance. The completed quarterly financial statements, with the activity commander's reviewing endorsement, should be on file at the activity and available for audit and review not later than the 20th of the month following each fiscal quarter. A copy of the 2d quarter and the year-end financial statement will be provided to the CMC (LFF) for information, review and analysis.

4. The International Balance of Payments (IBOP) Program requires nonappropriated billeting fund financial data. The reporting requirement extends to all responsible officers having cognizance over activities outside the U.S. responsible for the establishment and operation of nonappropriated billeting fund activities. The Accounting Report 2 will be completed and forwarded to the CMC (LFF) per the instructions contained in MCO 7020.8C, to arrive not later than the 20th of the month following each fiscal quarter. Report Symbol DD-7020-08 has been assigned to this report.

5. NAF procurement will be accomplished per the provisions of NAVSO P-3520. In no instance will the custodian of the billeting fund perform procurements unless

an exception to this restriction has been approved by the CMC. When feasible, a centralized NAF procurement office or the appropriated fund purchasing and contracting office shall be used.

6. Billeting funds are included in the mandatory requirement for NAFI's to participate in the NAF Composite Insurance Program. The purpose of the Composite Insurance Program as conceived and adopted by the Marine Corps is to provide the most comprehensive insurance program consistent with equitable premium costs for the protection of the assets and interests of the individual activities against insurable losses. Coverage includes such areas as comprehensive public liability, fidelity, physical property and worker's compensation. All participating activities finance the cost of the program from NAF's. Premium rates are established for each activity based on worldwide Marine Corps exposure factors. Billeting funds will comply with MCO P1741.7 which requires that an identification number for the billeting fund and an insurance manual be obtained from the CMC (MSS). Correspondence regarding billeting, requests for forms and request for additional guidance will be sent to the CMC (MSS).

7. Procedures for the control of cash receipts are provided in NAVSO P-3520.

8. Billeting funds will be audited annually by the Marine Corps Nonappropriated Fund Audit Service per the provisions of MCO 7510.2.